

September 2018

Dear Parent/Carer,

Re: School Data Collection Sheet

Please find attached a copy of the key data we hold on your child. The accuracy of this information is essential to ensure that your child is effectively supported during their time at Arnewood. In addition, the Department for Education requires us to report some information at the end of September.

We will request this information every September to update our files. However, if any of your details change in the meantime we ask that you inform us of this in writing as soon as possible or alternatively you can update your child's records instantly via SIMS parent lite – details for how to do this at: <https://www.arnewood.hants.sch.uk/parents/sims-parent-lite>. We recommend the use of SIMS Parent Lite to view and update your child's details as it's the quickest and most secure way to keep all your details up to date. If you would like any support with this please contact our IT Helpdesk on 01425 625431. It is Parent's responsibility to keep the school informed of any changes.

Can I ask you to check the accuracy of the attached sheet, paying particular attention to the following sections:

- the address and postcode in the 'Student Details' section are correct
- the phone numbers and email addresses in the 'Contacts' section are correct
- the medical information we have is accurate and correct; please note that some information may be duplicated between the medical conditions and medical notes section

The School Data Collection Sheet requests Ethnicity, and First Language for your child, however it is not compulsory for you to provide this information. If you do not wish to disclose this information please write 'refused' on the sheet.

The school is increasingly using mobile numbers and e mail addresses as a method of communicating with you, therefore it is important that we hold your most up-to-date details.

If you wish your child to have a lunch pass, then they must complete a 'Home to lunch pass agreement' form, which is available from Mrs Woods.

When you have checked the information, can you please sign the form and return to your child's tutor by Wednesday 3rd October. If you have any questions regarding the collection of data, please contact me on 01425 625400.

Yours faithfully,

Mr James Hutson
Assistant Headteacher

REC1819LETTERS