



October 2018

Dear Parent/Carer

IMPORTANT INFORMATION – DATA COLLECTION SHEET 2018

After half term we will be sending out your child's Data Collection Sheet for checking/amending.

This will be in your child's book bag in a sealed envelope labelled "Private & Confidential" and addressed to you as the parent/carer. On the reverse of the envelope will be a label "Private & Confidential" addressed to the School Office.

When you have checked your Data Collection Sheet, amended if necessary and signed (even if there are no changes), please then return in this envelope to the School Office (this can be done via the classroom).

Please cross through your name so that it does not get given back to you.

If you object to us sending your data home via this method you need to notify us in writing, email or letter, that you wish to collect your Data Collection Sheet from us personally. We will need this notification no later than Friday 19th October 2018.

Thank you for your continued support.

Yours faithfully

A handwritten signature in blue ink, appearing to read 'H. Portrey', with a long horizontal line extending to the right.

H Portrey
Headteacher

