



Cardinal Newman Catholic High School
Specialist Maths and Computing College

Headteacher: Mrs J Warburton

22nd September, 2017

Dear Parent / Carer,

DATA COLLECTION SHEET

Please find enclosed a data collection sheet which reflects the information we currently hold electronically for your child.

You will appreciate it is essential we have the correct details, in particular emergency contact names/ numbers and medical conditions in case of an emergency.

We regularly use email and text messaging to communicate with parents/carers for example to update you on your child's behaviour and achievement, to request information if your child is absent without prior authorisation and to update you with any other school messages. **The person who is listed as 'Priority 1' on the enclosed sheet needs to be the adult with parental responsibility who is to receive these communications and therefore needs to have both an email address and mobile phone number recorded on the data sheet.** If your child does not live at home with both parents it is possible to request that two adults are recorded as 'Priority 1' if they are both to receive texts/emails and to receive a pin number to access Show My Homework.

Can you please check the data sheet carefully and clearly add or amend any information as applicable. Please print carefully any email addresses and use the back of the form if you need to record further contact details. Where all the information is correct please write 'No Changes' at the top of the sheet.

We are also required by the Department for Education to collect various items of data such as ethnicity and nationality; please pay particular attention to updating the data where 'Not Yet Obtained' is recorded. 'First Language' should be the language your child was exposed to as a young child and continues to be exposed to whether at home or in the community and 'Home Language' should also reflect the language commonly used at home.

All sheets (whether amended or 'no changes') should be signed by a parent/carer and returned to your child's form tutor by Friday 29th September.

Thank you for your support,

Mrs H Horton
Data Manager

