



Purley Church of England (VC) Primary School

Purley Village, Purley On Thames, Reading, Berkshire, RG8 8AF
Telephone: 0118 984 2384 Fax: 0118 984 1315 email:office@purley.w-berks.sch.uk
Headteacher: Mrs K Fakes

25 September 2015

Dear Parent/Guardian

Data Collection

The enclosed Data Collection sheet shows the current information held by the school for your child and should reflect that which you completed on their admission form and any subsequent updates. It is essential that this information is accurate and kept up to date, so I would be grateful if you could check the information, amend where necessary, sign and return the sheet to the school office by **Friday 2nd October**.

Please ensure that we are advised as soon as possible of any changes to this information throughout the school year.

For your information, overleaf, you will find the updated Data Protection Privacy Notice to parents. If you have any queries regarding any of this information, please call the school.

Sending school information by email

For the last couple of years, we have been sending our newsletters and associated documents via email. Could you please confirm your preference regarding electronic mail using the form below. Don't forget the school website has all our newsletters, letters, policies etc (www.purleyprimaryschool.co.uk)

Thank you to those of you who elected to receive the newsletter electronically. It saves us time and money to distribute it in this way.

Kind regards

Mrs K Fakes
Headteacher

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Electronic mail

- Keep sending the newsletters via email using the same email address.
- Send the emails to a different address:.....
- I do not wish to receive the newsletter via email but would prefer a paper copy.

Name: Child's Name:

Signature: Date:

PRIVACY NOTICE

Pupils in Schools, Alternative Provision and Pupil Referral Units and children in Early Years Settings

Privacy Notice - Data Protection Act 1998

We, Purley Primary School, are the Data Controller for the purposes of the Data Protection Act. We collect information from you and may receive information about you from your previous school and the Learning Records Service. We hold this personal data and use it to:

- Support your teaching and learning;
- Monitor and report on your progress;
- Provide appropriate pastoral care, and
- Assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information ¹ and personal characteristics such as your ethnic group, special educational needs and any relevant medical information. If you are enrolling for post 14 qualifications we will be provided with your unique learner number by the Learning Records Service and may also obtain from them details of any learning or qualifications you have undertaken.

We will not give information about you to anyone outside the school without your consent unless the law and our rules allow us to.

We are required by law to pass some of your information to the Local Authority and the Department for Education (DfE)

If you want to see a copy of the information we hold and share about you then please contact the School Secretary.

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

<http://www.westberks.gov.uk/index.aspx?articleid=10202>

<http://www.education.gov.uk/researchandstatistics/datatdatam/a0064374/pn>

If you are unable to access these websites, please contact the LA or DfE as follows:

Judy Puffett Education Information Office Research/Consultation/Performance West Berkshire Council West Street House, West Street Newbury Berkshire RG14 1BZ Website: www.westberks.gov.uk email: jpuffett@westberks.gov.uk tel: 01635 503415	Public Communications Unit Department for Education Sanctuary Buildings Great Smith Street London SW1P 3BT Website: www.education.gov.uk Email: http://www.education.gov.uk/help/contactus Telephone: 0370 000 2288
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¹ Attendance is not collected for pupils under 5 at Early Years Settings or Maintained Schools