

5th October 2017

Dear Parents

### **Pupils' Data Collection Sheets**

With this letter you will find enclosed a Data Collection Sheet, which contains all the current data we have for your child.

From time to time Portsmouth City Council request various pupil information from school and, therefore, our pupil records have to be updated accordingly to comply with this requirement. Please can you check and confirm the information on this report is correct and fill in any missing details. If any of the information has changed or there are other details about your child that you believe are relevant for us to know please write the details on the report.

Occasionally unexpected or emergency situations do occur and it is essential for us to be able to contact parents or, if they are unavailable, another responsible adult during school hours. It is important to note that:

- It is a legal requirement for us to keep a record of the name and address of every person known to be a parent and guardian of a pupil.
- We require full names (forename and surname) and priority order in which they should be contacted.
- Both landline and mobile numbers should be provided where possible.
- It is essential that the 'Parent Responsibility' status is correct for all contacts.

*Please note that only the following have the right to claim Parental Responsibility: birth mother, married birth father, unmarried birth father who is registered on the child's birth certificate, adults with a legally granted Parental Responsibility Agreement, Parental Responsibility Order, Residence Order, Adoption Order, Emergency Protection Order, Special Guardianship Order, Care Order or Placement Order.*

Please sign and return the Data Collection sheet to the school office by Friday 13<sup>th</sup> October. If you have any queries regarding the contents of this letter or need any clarification, please do not hesitate to contact the school office.

Yours sincerely

Mrs J Cooper

Headteacher