



10th May 2018

Dear Portway Families

Re: Checking your contact details held at school - in preparation for the move to electronic communications

Please find attached a copy of your child's Data Collection Sheet, which contains the information we hold at school both about your child and about how to contact you.

It is essential that we are able to contact parents throughout the school day, should the need arise. We are thus writing to ask parents **to check the attached report carefully and make any necessary changes and additions**. Please pay particular attention to the **numbered priority**; we will always try to contact the person marked as 'Priority 1' in the first instance.

We are also aware that some children only have one set of contact details. We **must have at least three contact names/numbers in case of an emergency**; this could be a relative, friend or maybe a neighbour – someone who you trust to collect your child in an emergency, should you not be available.

Like most schools, we are working to move to a paperless system of communicating with parents, which we feel will be appropriate given that the vast majority of our parents have access to mobile phones (which also provide instant access to email accounts). For the small number of parents who don't, hard copies of all letters that go out will be available at the School Office on request.

In order to communicate effectively electronically, **we need parents to provide email addresses for both Priority 1 and Priority 2 contacts on the form. Please ensure that you provide this.**

Finally, parents will be aware that the Data Protection Act (DPA) 1998 will be replaced by the EU General Data Protection Regulation on the 25 May 2018. Although the Regulation builds on the requirements of the DPA, there are some changes which will impact the way in which we communicate with you as parents as far as the collection, processing and retention of personal data is concerned. We will be writing to you before the 25 May to explain what these are.

In the meantime, **please amend and add to the document where appropriate, sign and date the bottom and return to the school office by Friday 16th May 2018.**

If you have any questions or require any support making amendments please contact Miss Bines on 0208 472 7142, who will be happy to assist you. You can also approach Miss Bines directly by coming to the Front Office.

Thank you for your support in this important exercise, as we continue to improve our communications with you.

Jacqui Waine
Headteacher

