



Dear Parent/Carer

Data Collection 2018-2019

I am writing to you with regard to our annual data collection exercise. In previous years the school has always issued an unpopulated comprehensive form including contact details for parents/carers and basic details for the pupil. However, this data collection process is now changing in order to maximise ease and efficiency of return.

Therefore, we will only be issuing full data collection forms for new intake pupils in Year 7. However, we politely request that if you have made any recent changes to your personal details that you please inform reception in writing or via email to office@healing-school.co.uk.

Any changes to contact members must also be in writing, and please be advised that, where a person has Parental Responsibility we can change the records to suit individual circumstances, but are required by law to keep that member on the child's file should they request a progress report.

Yours sincerely

Mrs L Smith
Office Manager