

4th February 2021

Dear parents and carers,

I am writing to let you know about a change to our procedures when we call to discuss your child.

As a school there are very strict rules on who we can discuss student information with, and how we keep student information secure. We have received some specific guidance from the Information Commissioner's Office (the UK's independent authority who oversee data privacy) requiring us to introduce a level of security to ensure we only discuss students' personal information with those who have parental responsibility for the student. As a result, when our staff call you they will ask you for your child's date of birth to go some way to ensuring we are speaking with the correct person.

Please be assured we can still speak with other people you have nominated as contacts for things such as if they have forgotten their PE kit or to advise your child is unwell. For these types of call, we will not need to follow a security process as we are not divulging confidential information.

This process will be happening from now on and will be routinely asked by all staff. Thank you in advance for your co-operation with what we have been advised to do and for helping us to keep your child's information secure.

If you have any questions regarding this, please do not hesitate to contact us.

Yours faithfully

Miss L Proctor
Principal

Ambition • Bravery • Respect