

Dear Parent / Carer

29th January 2019

Re: Data Collection Sheet January 2019

Please find enclosed the current information that we hold on our system for you and your son/daughter.

With Christmas and the accompanying flurry of new mobile phones and gadgets now behind us, this is a helpful time to review phone numbers and email addresses.

Whilst your child is at Oak Academy, we are required to keep a range of personal information on record. This includes: details of parental responsibility, other emergency contacts, personal telephone numbers, addresses, emails, medical and ethnic information, parental consents, free school meals (where relevant) and other important information. We need to make sure that it is correct and up to date so that we can contact you at any given time.

This information is required either by law and/or by the DfE. All information is treated in the strictest confidence and takes into account new legislation following the introduction of GDPR in the UK.

We would be very grateful if you would review the enclosed Data Collection Sheet carefully. Make any changes to the information directly on the sheet, next to the data that needs to be updated and return the form to your son / daughter's tutor by **Monday 11th February 2019**. Also, please note that the form must be signed on the last page by a parent with parental responsibility or a legal guardian.

Below are details of the form that will benefit from particularly close attention:

Section 1: Legal Surname and Forenames

When providing exam certificates to Year 11 & 13 students, the exam boards may only print these using a student's legal forename and surname. Therefore, if your son / daughter is taking GCSE or A-Level examinations this year and you would like to have a different name printed on their certificates, you may wish to consider applying for a deed poll. Please see the advice at <https://www.gov.uk/change-name-deed-poll/change-a-childs-name>. We need to see copies of all relevant documents before 31st May 2019 to ensure there are no extra costs for exam certificates.

Section 1: Parental Responsibility (Parents & Other Emergency Contacts)

Please find enclosed additional notes about what is meant by parental responsibility. We are only allowed to discuss confidential issues with those people who have legal parental responsibility. In order to avoid frustration and to keep students safe, we would be grateful if you would review this information particularly carefully. Where students live with parents who have separated, it can lead to delays if this information is not up to date.

Section 1: Free school meals

If your child is not in receipt of free school meals but you believe they are eligible please apply through the link on our website <https://www.oak-academy.co.uk/parents/>

Section 1: Minimum Number of Emergency Contacts

In order to meet recommendations for Child Safeguarding we ask you to provide a minimum of 3 emergency contacts. This is so that we can contact someone about students at all times.

Section 1: Contact Priority order

Please check the priority number of the contacts carefully. Should we need to contact someone in an emergency, we will use the priority order, beginning at 1 and moving to 2, 3 and so on in numerical order. If the order is not correct, please change it.

Oak Academy

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Section 1: Duplicate contacts

If two contacts can be merged, or one can be removed from the data sheet, please indicate this clearly by editing/crossing out the relevant contacts. This is helpful to ensure timely contact with home.

Section 1: Email details

It is helpful to have an up to date email address so we can send relevant electronic communications to you. Please ensure that the email that you provide is checked regularly.

Section 2: New information required

Please complete this section. We have not collected this information before and would be grateful for all parents and carers completing this.

Section 2: Was the student adopted from care?

We realise that this is very sensitive information. If you would prefer to complete a private note explaining this in a sealed envelope, please do so by leaving it at reception. Please mark it Private and Confidential - FAO Data Team.

Section 2: New information required: Year 11 & 13 Mobile Phone Numbers – p.3

In order to ensure the exams run smoothly, it is very helpful to have Year 11 & 13 students' mobile phones numbers. If you are happy for us to collect this information for your child, please tick the box and write their number in the box provided.

Section 3: Updated Parental Consents Required & Data Handling – p.3

Following the introduction of GDPR, we are required to explain our approach to data collection and handling to all parents and carers. More information can be found on our website at <https://www.oak-academy.co.uk/wp-content/uploads/2018/06/Privacy-Notice.pdf>. Please tick the boxes where relevant to show if you are willing to opt into these consents. You can change/withdraw this consent at any time by writing to the Academy.

How to tell us of changes in the future

If you need to change contact information, this will need to be submitted on a form available in reception. Only those with parental responsibility are allowed to make changes to the data held for each student

Finally...

We appreciate that there are many requests here and that the data collection sheet can be a time-consuming one to check carefully. We are very grateful of you taking the time to do this.

If you would like any assistance or need any further information, please contact the Academy.

Thank you in advance for returning the form by Monday 11th February 2019.

Yours sincerely



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