



3rd April 2019

Dear Parents

In previous years we have sent you a paper data collection sheet asking you to check that all the details we hold about you and your children are up-to-date. I am pleased to say that with our new parent portal, this has become a paperless exercise this year.

If you navigate to My Children, and then Data Collection, you will be able to access your child's data collection sheet, which includes emergency contact information, medical permissions, medical notes and ethnic, language and transport information.

In the past, the sheet has included your address and telephone contact numbers, but we have removed these as they already appear in the 'My Account' area of the portal. Please could you ensure that these contact details are always kept up-to-date.

Emergency Contact Information: It is important that if we are unable to reach you in an emergency, we have an alternative contact who lives within a reasonable distance of the School.

Should you wish to make amendments to your child's information, please could you do so by emailing dcs@townclose.com. Once the amendments are made, an amended data collection sheet will be uploaded to the portal. The data collection sheet will be updated annually, so do check the information regularly and let us know amendments as needed. We very much appreciate all your efforts in filling out this form and identifying local emergency contacts.

Yours sincerely

Nick Bevington