



# St Mary's RC Primary School and Nursery, a Voluntary Academy

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8<sup>th</sup> September 2022

Dear Parents and Families,

At the start of this new academic year, we need to ensure that all our contact, medical and emergency information is up-to-date for your child.

Please could you review the personal data form attached. If any information needs to be updated, please amend and return to the school office as soon as possible.

In order to safeguard children, schools are asked to:-

- Hold at least 3 phone numbers for different adults;
- Send a member of staff when contact cannot be made by phone with the parent of an unexpectedly absent child;
- If there is no answer when staff visit the family home, schools are advised to contact the Police in emergency situations.

A copy of the school's Data Protection Policy and Privacy Notice can be viewed on the school website. These documents explain the purposes for which we hold your data and your entitlements.

Please be reassured that all personal information in school is kept confidential and that no information will be given to anyone outside the school without your consent, unless the law allows us to do so.

With best wishes

**Mrs K Rawlinson**  
**School Business Manager**

