

October 2009

Dear Parent

Each year there are a number of documents that we are required to share with you – some we ask you to return to us at school – others are for your information. The documents are as follows, with a brief explanation:

Data Collection sheet

This is a print out of your child's personal details as held on the school database. Please amend/add details as necessary, particularly the entry for e-mail addresses, and return it to school by **Friday 23 October**. There will be a 'return' box in the main school office.

Off Site Activity Form and Consent for Photography, Video, Voice and work to be used

This year we are requesting that one form is completed for each student for the whole academic year for trips and visits. The aim is to reduce the number of times you are asked to return one of these to school. It does mean that you will be responsible for updating details on a regular basis – especially any changes to medical conditions and contact telephone numbers. There is an electronic copy on the school website (www.coxgreen.com) that can be downloaded and sent in. Again, please return this by **Friday 23 October** to the main school office.

Academic Mentoring letter

Please return the reply slip by Friday 23 October. Appointment times are allocated on a 'first come first served' basis.

Privacy Notice

This explains how we will use the information you give us and how you can contact us about this information. We are only sending the first page of this document and referring you to other sources of information if you require it. Do contact the main school office if you require a hard copy.

Term Dates for 2010/2011

These are on our school website. I am unable to authorise many of the requests for term time absence so please check dates carefully. Inset dates will be available later in the year. Can I remind you that all requests for term time absence should be made to me, in writing, at least six weeks in advance.

School Calendar

This is enclosed for your information.

Responsible Internet Use

This has been updated, and again, is available on our website. A hard copy of this is available upon request from the main office.

Penalty Notices to Address Poor Attendance at School

We want to share with you information about **school attendance** and the actions the local authority will take with the small number of persistent absentees. There is a link to the RBWM document on our website.

Can I please ask that you return the Data Collection sheet, OA4 form and Academic Mentoring reply as a matter of urgency and certainly before Friday 23 October. Thank you for your on-going support in these matters.

Yours sincerely

Ian Hylan
Headteacher