



Tuesday 4th September 2018

Data Capture/Permissions
Forms

Dear Parent/Carers,

To ensure that we have the correct contact information, we will be sending out a data capture form containing the current information we hold for your child. Due to the number of children we have in school, we will be sending these out a few year groups at a time starting with EYFS, Years 1 and 2. If you have more than one child in the school, each child will receive a personal data capture form, please do not be concerned if one of your children receives their form before another.

Please check this form carefully and update any information that may have changed, including medical and dietary information. Please ensure that contact information is still in the required order.

Along with the data capture form you will also receive a list of permissions, although these were completed at the end of the summer term following the GDPR update, please recomplete the form as some permissions have changed. *If you have any queries regarding the permissions, please do not hesitate to contact the school office.*

It is vital that you **sign and return** a data capture form and permissions form for each child who attends Redlands and return to the school office no later than Friday 28th September.

Each child who returns both the Data Capture and permissions forms by Friday 28th September will be entered into a prize draw to win a £20 Tesco Voucher.

Regards
The School Office Team