

16 September 2020

Dear Parent/Carer

Data Collection

As we now actively use our parent portal MCAS (MyChildAtSchool) please be aware that we will no longer be issuing printed Data Collection sheets.

Data Collection sheets have been used previously for you to check that the records we hold, such as contact details, are accurate. As parents now have access to this information via the parent portal we need you to regularly check and amend any data as and when needed. Reminders will be sent periodically, however it is your responsibility to ensure the data held is kept up to date.

Within your MCAS parent portal, on your dashboard, there will be a data collection section for you to update contact telephone numbers and e-mail addresses. It is essential that your contact information is up to date to ensure that you can be contacted in an emergency and that you receive all school communication. In this section, you will be also able to update any medical conditions your child may have.

Please note the parental consent section only contains the photo permission consent at this time. All previously provided consents remain in place on our school system.

Thank you for your co-operation in this matter.

Yours sincerely



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