



the ST LAWRENCE academy

October 2016

Dear Parent/Carer

GUIDANCE FOR CHECKING THE DATA COLLECTION SHEET

Printed on the enclosed data Collection Sheet is the information already held by the academy about your child. The reason for schools collecting and storing this information in their management information system can be found in the enclosed document entitled "Privacy Notice".

If any of the information presented is inaccurate, please amend accordingly on the sheet. Any missing information should also be entered onto the sheet and the sheet should be signed and returned to the school as soon as possible. This letter is aimed at helping you to decide what information should be provided.

Box 1 contains personal information about your child. The child's legal surname is the surname given to the child at birth, and printed on their birth certificate or where a legal document has been drawn up changing the surname of a child permanently. If you wish your child to be known by a different surname this can be entered in the "**Chosen Surname**" field. The same is true for the child's Forename. The phone number should be the student's personal mobile number (not the parents).

Box 2 contains information about any adults associated with the child. Please give the forename, surname and the relationship to the student for all adults listed. Should you not have enough room in the box provided, please continue on a separate sheet.

Box 3 gives information about how your child travels to school. If your child travels in different ways on different days then you should tick the box for the mode of travel that your child uses most. "**School Bus**" should be ticked if your child receives a bus pass from the authority enabling him/her to travel to school each day. If your child pays to get onto a bus each day then the "**Public Bus Service**" box should be ticked.

Box 4 gives information about what meal your child takes during the lunch period. Please also specify any dietary needs, e.g. kosher, halal, vegetarian, etc.

Box 5 gives information about the doctor's surgery that your child attends when he/she is ill.

Box 6 should contain any medical conditions that your child has been diagnosed with, such as allergies, asthma, migraines, diabetes, epilepsy, or wears spectacles, etc.

Box 7 should contain information on any medication that your child takes and any special instructions on how to administer this.

Box 8 lists information about your child's cultural background.

- For your child's ethnicity, you should choose one of the following:-

* Bangladeshi	* Indian	* Italian	* White European
* Pakistani	* White Asian	* White British	* Other White
* Black African	* White Irish	* Chinese	* Traveller – Irish heritage
* Black Caribbean	* White/Black African	* Gypsy/Roma	* White/Black Caribbean
* Any Other Black Background	* Any other Mixed Background		
* Any Other Asian Background	* Any other Ethnic Group		

- The Religion should be the religion followed by the family.
- The Home Language is the language spoken the most in the home by the child.
- Country of Birth – please state the country of birth for your child.
- Nationality – please state your child's nationality as printed on their passport or ID.

Yours sincerely

Joan Barnes
Principal