



POTTEN END C of E FIRST SCHOOL

Church Road, Potten End, Berkhamsted, Hertfordshire, HP4 2QY

Headteacher
Mrs Jane Senior

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Dear Parents

January 2014

DATA COLLECTION SHEET

Please read through the contact and medical details we have and check that they are current and correct. (Please do not worry about doctor's surgery addresses and telephone numbers.) It is **vital** that we have up-to-date information in case we need to contact you in the event of an emergency. Please find attached, permission to take your child/ren on supervised visits within the village and administer basic first aid. Please also complete the photographic permission section (please note only tick boxes where you do NOT want your child/ren photographed). Please return this signed document to the school office by 30 January 2014. Thank you.

HOME/SCHOOL AGREEMENT & INTERNET USE

We are not sending these home! You will already have signed copies when your child joined the school. The home/school agreement relates to supporting your child's learning at home - by hearing them read etc, punctuality, attendance and ensuring they have the correct clothing and equipment. It also lays down **our** pledges regarding provision. Please take some time to read your copy over the next few weeks. Should you have mislaid either of these documents, a copy can be found on our website under the School and Parent Partnership page.

PRIVACY NOTICE

On the reverse of this letter, please find the latest version of our Privacy Notice which we are required by County to send you.

Thank you very much for taking the time to read this and to complete the paperwork!

Yours sincerely

JANE SENIOR
Headteacher

CHILD/REN NAME/S:

Supervised Visits

I give Potten End C of E First School permission to take my child/ren on supervised visits within the village.

First Aid

I give Potten End C of E First School permission to administer basic first aid to my child/ren including the use of alcohol free cleansing wipes, plasters and ice packs.

Permission to Photograph/Video children

Please indicate by ticking the boxes below if you **DO NOT** wish the above child/ren to be photographed or videoed:

- Photographed /videoed solely for use within school*
- Photographed by the school for distribution to third parties i.e. use in the school prospectus*
- Photographed by outside bodies i.e. the press, for subsequent publication*

(*Please 'tick' boxes, as appropriate)

(no child will be identified, by name, in any of the above circumstances)

THIS PERMISSION WILL REMAIN IN FORCE UNLESS OTHERWISE NOTIFIED IN WRITING

Signed..... Date.....