



Head Teacher: Mrs M Bringan
Deputy Head Teacher: Miss C Cheshire

Whitehall Infant School
Cowley Road
Uxbridge
Middlesex
UB8 2LX

Tel: (01895) 590112
Email: office@mail.whitehallinf.org
www.whitehall-inf.hillingdon.sch.uk

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IMPORTANT **Pupil Records & Pupil Premium**

Dear Parents / Carers

Data Collection

We are looking to check that we hold the correct information for your child. Attached to this letter, you will find a summary sheet detailing the information that we hold.

1. Please check this information
2. Please ensure that there are at least 2 different contacts on the data collection sheet. This is to ensure that we are able to contact someone in the case of an emergency.
3. For safeguarding reasons, please check that there are contact details for at least one person that is living at a different address to you.
4. Please make any changes required.
5. Please sign the sheet. Even if there are no amendments, please sign and return the sheet so we know that you have had the opportunity to review it.

This is **essential information** which should take no more than a few minutes of your time to check.

Media Consent Form

Due to recent changes in Data Protection Laws, we need to re-seek your consent to use photographs of your child. Attached to this letter is a Media Consent form.

1. Please complete your child's details at the top of the form.
2. Ensure that you tick the boxes for all of the statements that you agree with.
3. Please sign the form.

Please note that if you don't provide consent for all areas, this is likely to mean that your child's photo will not appear in any newsletters, on our website, etc.

Pupil Premium

Please also find attached a form for you to complete and return regarding pupil premium. Pupil premium is additional funding given to the school which is used to fund more resources and improve children's outcomes. Please ensure you complete all of the details on the form (even if you do not believe you are eligible for pupil premium) and sign the declaration.

Please return the data collection sheet, media consent form and pupil premium form to your child's class teacher by Friday 12th October.

Your prompt attention to the above would be appreciated.

If you need any help with any of the above, please contact our main reception.

Yours faithfully,

Manjit Bringan



Learning at the heart of everything we do



Headteacher