

August 2020
(VM/KL)



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Headteacher

Breadalbane Academy
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Dear Parent/Carer

Annual Data Check and Consent Forms

Please find enclosed an annual data check for your child. This should be checked and updated as required and returned to your child's class teacher by Friday 28th August. The purpose of an annual data check form is to ensure that we have the most up to date contact and medical information for your child. It is **essential** that we have your correct contact information for you and your child.

Please remember that if any home contact or medical information change throughout the school year, you can email the changes to breadalbane@pkc.gov.uk or phone 01887 822300 and we will update your child's records.

Please also find enclosed an Annual Excursion Consent form. It would be very helpful if you could sign this annual consent form as confirmation you give permission in advance for your child to take part in activities locally, such as outdoor learning, and also school trips further afield. By asking you to give your consent for these activities at the start of the year, we hope to reduce the administrative burden on both parents and staff. If you would rather not sign such an annual consent, please indicate this on your return.

Needless to say, in the current circumstances, we cannot say with any certainty which of these activities will take place this session. However, it would nevertheless be very useful to have annual consent forms if we can go ahead.

Parents will be contacted in advance of school trips with fuller excursion details. This will provide a further opportunity to withdraw consent if you so wish.

Please remember that if any contacts, medical information or consents change throughout the school year, if you could email the changes to breadalbane@pkc.gov.uk or phone 01887 822300 we will update your child's records accordingly.

Yours faithfully

V.L. Marshall

Vicky Marshall
Primary Depute Headteacher

