

B I S H O P



R A M S E Y

Church of England School
Headteacher: Mr A J Wilcock MA (Cantab)

24th October 2013

Dear Parent/Carer

Data Checking

In the past the school has sent hard copies of the information we hold in the school's management system relating to your son/daughter and asked you to check that it is correct. It is the responsibility of the Parent/Carer to ensure that all information is accurate in case we need to contact you in an emergency. It is also necessary for us to have up to date medical details including the name and address of your child's GP.

We would therefore be grateful if you would log into the Personal Detail section within Parent Portal before Friday 8th November 2013 and check that the data that we hold on your child is accurate. If there are any amendments/updates which need to be made, please use the facility within Parent Portal to alert us to these changes. If we do not receive any notification via this system we will assume that all the details held on file for your child are correct.

If there are any medical updates or you are having difficulties accessing Parent Portal please email Mrs Sheppard at bsheppard.312@lgflmail.org outlining what the problem is.

Thank you for your assistance with this important task.

Yours faithfully

Mr D Poole
Assistant Headteacher



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