



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

19<sup>th</sup> October 2017

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 3<sup>rd</sup> November 2017 and check that the data that we hold on your son/daughter 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.

Due to changes in Government requirements, we would be grateful if you would check in particular the following fields:

- National Identity
- Country of Birth
- Nationality.

If there are any medical updates please email Mrs James at [ajames1.312@lqflmail.org](mailto:ajames1.312@lqflmail.org) or if you are having difficulties accessing Parent Portal please email Mrs Jerham at [parentportalhelp@bishopramseyschool.org](mailto:parentportalhelp@bishopramseyschool.org) outlining what the problem is.

Thank you for your assistance with this important task.

Yours faithfully

**Mr S Foote**  
**Assistant Headteacher**



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