

Headteacher: Elizabeth Ennew
Chair of Governors: Kerrie Courtier
Station Road, Clutton, BS39 5RA
T. 01761 452510
E. office@cluttonschool.com
W. www.cluttonschool.com



Part of the Midsomer Norton Schools Partnership

Thursday 17th September 2020

Data Collection
(IMPROVING PARENT COMMUNICATION)

Dear all,

Keeping information up to date is very important for the school to run efficiently and safely. Please could we ask you to help us with this task, by checking the information we hold on our records for your child.

Data Collection Sheet – verify the information, sign and date and return to the school office (even if all of the information is correct).

Please return the signed form by **Friday 25th September**.

For more information about how your data is managed, please refer to a copy of the Midsomer Norton Schools Partnership Trust Fair Processing Notice for Parents and Students, which is available on the [Trust website](#), our [school website](#) and by request as a paper copy from the school office.

Medical Conditions

If your child has a medical condition already known to the school, you will also receive a blank medical form for you to complete. This is to ensure that the information we have on record is up to date.

If your child has a medical condition, and you have not already completed a medical form, please complete the 'Medical Conditions / Allergies' section of the data collection sheet, and we will be in touch.

Thank you for supporting us in maintaining a safe and happy environment for everyone in our school.

Kind Regards

Liz Ennew (Head teacher) and the School Office Team.

