



20th September 2016

Dear Parents

Data Check Form

The latest data check form will be brought home by your son or daughter today. This asks you to confirm details held on our database.

I would ask you to check all details carefully, clearly noting any changes or additions on the form. As accuracy is vital, and because we are asking for parental consent for disclosure of certain details, it is particularly important that the form is checked by you rather than by your son or daughter. We still require signed forms, even where there are no changes to be made, by way of confirmation that all of our information is accurate. In the case of siblings, a separate signed form is required for each pupil.

In order to facilitate speedy, reliable and more environmentally friendly communication, please be sure to provide us with an email address which you check frequently. **Please note that your email address must be entered under the first parental details.**

Please also note that your child's name needs to be entered as his/her full legal name, written as it appears on his/her passport. Please do not use abbreviated names. This is particularly important for public examination entries, where only full legal names are legitimate.

In the past it has proved useful to create and circulate group email lists, which Form representatives on the Parents' Association have said they would find particularly helpful. If you do not wish your details to be made available in this way, please could you indicate clearly on the form, or contact me in writing or by email to establish this.

I would be most grateful if you could return the data check form as soon as possible, and ideally not later than Friday 23rd September. If you have any concerns about any of the above, please do not hesitate to contact me. My email address is edt@trinity.croydon.sch.uk

Thank you in advance for helping us make our communication with you as efficient as it can be and I very much hope that your son/daughter is enjoying life in the Sixth Form at Trinity.

Yours sincerely

E du Toit
Deputy Headmaster