



THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

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Headteacher: Mr A McGinnes

16 November 2021

Dear Parent/Carer

Annual Check of Student Information

In order to meet the requirements of The General Data Protection Regulations (GDPR) to keep data accurate, we are going to undertake our Annual Check of Student Information. As we have done in previous years, we are going to use the SIMS Parent Online Service to complete this check.

Please could we ask you to carefully check the data held for your child/children and update as required. Instructions on doing so can be found in the attached guidance notes.

As part of this online checking process, you are asked to give Parental Consent for the use of student data. In order for you to understand what you are consenting to, also in the attached guidance notes, you will find an overview of each of the School's Parental Consent documents, these being:

1. Biometric Consent (Cashless Catering System)
2. Emergency Salbutamol Inhaler Consent
3. Internet Access and Email Consent
4. Use of Images Consent
5. Learning Resource Centre Consent
6. Multi Stage Fitness Test Consent
7. School Visits Consent
8. Youth Services Support Agreement

Please ensure you read these documents carefully before giving your consent.

Why are we doing it electronically?

- Accuracy of information – by removing the need for staff to type in new information we can ensure the data recorded is precise
- Prompt response to changes – it should only require staff to click to authorise a change before it happens
- Audit trail of changes – the system will tell us what changes were requested, when and by whom
- Clarity of information – staff won't have to interpret handwriting on forms

This process needs to be completed by Friday 26th November 2021, so please can we ask you to ensure you check the information held and save your changes/confirm no changes by this date.

Thank you for checking your student information and helping us keep your children safe. Should you have any questions please contact Clare Brearley by emailing, cbrearley@buckinghamsschool.org.

Yours faithfully

The Buckingham School

The Buckingham School is concerned that every student should have the opportunity to attend school activities/obtain equipment, regardless of their financial circumstances. As such, it may be possible to subsidise those students who would otherwise be unable to attend trips/purchase items. Please feel free to write in confidence to finance@buckinghamsschool.org, if you wish to seek assistance, or obtain more information about Pupil Premium funding.

