



THE BUCKINGHAM SCHOOL

A SPECIALIST SPORTS COLLEGE

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Headteacher: Angela Wells

07 November 2017

Dear Parent/Carer

DATA COLLECTION SHEET

As you may be aware, we are required to make an annual check of our records to ensure that the data we are holding with reference to our students is as accurate and current as possible.

To that end, all students will be coming home today with a Data Collection Sheet detailing the information which we are currently holding on file. Please may we ask that you check this information carefully, make any necessary alterations, sign and date the sheet and return it to the Student Office. **Please sign, date and return the sheet for your child even if no changes are necessary.**

To preserve the confidentiality of personal contact information, please may we ask that you fill out the forms **legibly by hand and return them to us as a hard copy: please do not send this information by email.**

Please ensure the forms are returned to the **Student Office** no later than **Monday, 13 November 2017.**

If you have any questions or queries about this at all, please do not hesitate to be in touch with me.

Yours faithfully,

Mrs K Bones
Admissions Officer
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