



Edenfield Road. Norden,
Rochdale. OL12 7QL
Telephone: (01706) 642469
Email: office@st-vincents.rochdale.sch.uk
8th September 17

Dear Parents,

During the course of the year and as part of the National Curriculum work your son/daughter will be given the opportunity to participate in events or lessons within the school locality but not always on the school site, for example, visiting the library or representing the school at sport.

The school is seeking to gain your consent for us to operate a single permission letter to cover these events. It goes without saying that you will **always** be informed of such events before they take place.

This single letter of consent reduces paper work and allows school to concentrate more carefully on the success of your child's experiences and quality of their work. Where school visits range further afield or are deemed to be longer or exceed the locality boundary, we will always inform you and seek further authority from you as parent or guardian.

I would be grateful if you could email your consent to school cdonoghue@st-vincents.rochdale.sch.uk by Friday, 15th September in the following format;

I the Parent/Guardian of _____ Class _____

give consent for my son/daughter (please delete) to take part in activities within the school locality throughout the academic year 2017 – 2018.

I wish to be informed of each activity prior to the date and expect the school to provide appropriate consent forms when activities range further away from the locality.

The governors have agreed not to request a contribution for trips for those children in receipt of **the pupil premium grant** and **free school meals**. If your child qualifies for this you will need to give your consent, but there is no need to return a payment.

St. Vincent's processes personal data about its pupils and is a **"data controller"** in respect of this for the purposes of the Data Protection Act 1998. This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. Your child's attention is drawn to the information overleaf.

Yours sincerely,

Mr. S. Callaghan
Head Teacher



Schools Privacy Notice - 2017/2018

Data Protection Act 1998: How we use your information

We process personal information relating to our pupils and may receive information about them from their previous school or college, local authority, the Department for Education (DfE) and the Learning Records Service. We hold this personal data to:

- support our pupils' learning
- monitor and report on their progress
- provide appropriate pastoral care; and
- assess the quality of our services

Information about our pupils that we hold will include their contact details, *parent(s)/guardian(s)* details, national curriculum assessment results, attendance information, any exclusion information, where they go after they leave us and personal characteristics such as their ethnic group, any special educational needs they may have as well as relevant medical information. *For pupils enrolling for post 14 qualifications, the Learning Records Service will give us the unique learner number (ULN) and may also give us details about your learning or qualifications.*

We are required by law to pass some information about that we hold about pupils and parents to the Local Authority and the Department for Education (DfE). The Local Authority may occasionally be required to share your personal and sensitive information with other government and/or partner agencies. The Local Authority will only share data when there is a statutory duty or legal requirement to do so, for example, where the Local Authority is required to provide a programme of assistance. Any data that the LA share with government and/or partner agencies will be strictly assessed and the Local Authority will ensure that the requirements of the Data Protection Act 1998 are complied with.

We will not give information about you to anyone without your consent unless the law and our policies allow us to.

If you need more information about how our Local Authority and/or DfE collect and use your information, please visit:

- our local authority at [Rochdale Council](#) or
- the DfE website at [Department for Education](#)

If you want to receive a copy of the information about you that we hold or share, please contact Mrs. J. Short at school.

