



Dolphinholme Church of England Primary School

Dolphinholme, Lancaster, Lancashire, LA2 9AN

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Headteacher: Mrs D Cross

Inspiring success, celebrating achievement

18 September 2017

Dear Parents,

Permission Letters 2017-2018

Please find enclosed with this letter various forms to be signed and returned to school. I understand that there seems a lot of forms, however, some of them are directly connected with our school policies that are designed to keep the children safe in various circumstances. The wording in some of them is in common with county wide policies etc. **Please return them altogether in the envelope that they came home in by Monday 19th September.**

Enclosed is a print-out showing the data held on the school computer system regarding your child. It is a requirement that we have the correct information and especially contacts details in case of any emergency. Please **check through the information on the sheet and amend any errors clearly in a red pen.** Please sign and date the print-out (even if there are no changes) and return it to school by Monday 19th September. Please note that in the 'religion box' you should choose Christian, Hindu, Jewish, Muslim, Sikh, No Religion. Please do not write other categories on this part of the form. Individual Christian denominations are not required.

Please note that if your child has any allergies/dietary needs that require special consideration for school lunches we must have written details from a consultant or GP.

The school is registered under the Data Protection Act 1998 for our use of the above information. As part of this registration we need to issue a Privacy Notice to pupils and parents summarizing the information held about pupils, why it is held and the third parties to whom it may be passed on.

The Privacy Notice is attached for your information.

Also enclosed are our pupil e-safety agreement, walks permission, photograph/video permission letter and an educational visit form 3A for completion. This form will then be used for Educational Visits throughout the year. This is an important form, without this we cannot take children on Educational trips/visits. If you move house or change your phone number or place of work during the year, you **MUST** tell us ASAP in order for our records to be up to date in case of an emergency.

KS2 will also have a swimming letter which needs to be returned by **Friday 16th** as swimming lessons begin on this day.

Thank you for your patience and understanding regarding these vital forms.

Yours faithfully,

Dianne Cross
Headteacher

If you misplace any of these documents copies will be available on the school website to download.