



Headteacher:
Mrs N Chapman, BA. MBA

CHELMSFORD
COUNTY HIGH SCHOOL
For GIRLS

A FOUNDATION GRAMMAR SCHOOL
AND SPECIALIST COLLEGE

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14 October 2009

Dear Parents

Data Collection Sheet

Each year we are obliged under the Data Protection Act (1998) to ensure that all the data we hold for students is correct and up to date. The school has a duty to protect this information, but is also required to share some of the data with the Local Authority and with the Department for Children, Schools and Families (DCSF). We understand that details can change from year to year, and would therefore be grateful for your assistance by checking the data collection sheet that your daughter will bring home this week. Please ensure all the data is correct and as detailed as possible, and return it notifying us of any relevant changes that may have occurred. If the information is correct and there are no changes please return the form signed.

Within this data we ask that you inform us of travel and meal arrangements for your daughter. Please could you tell us the most likely arrangement as we are only able to put one arrangement on the system.

It is also important that we are aware of any medical conditions that your daughter may suffer from, or any dietary needs that your daughter may have, to assist us in taking any precautionary action not only throughout the normal school day, but also during activities such as school trips. If your daughter's doctor has recently changed, or if any of the surgery details listed have changed, please note these for our attention. However, may I please ask that you return the data sheet even if no changes are needed indicating this clearly at the top of the page by Monday 2nd November, 2009.

Thank you for your cooperation.

Yours sincerely

Mrs N Chapman
Headteacher

