



Dear Parents,

Do We Have the Correct Contact Information for Your Child?

At this time of the year we would normally send home a 'Data Collection Sheet' which is a copy of the key contact information that we hold on our school information system, and ask parents to check the data is correct and inform us on any changes.

GDPR regulations preclude us from following this procedure but it is vital for us to ensure the data we hold is accurate. With this in mind could we please request that all parents who have activated their Parent App to take a few minutes to ensure **all the fields available are correct and up to date**.

Whilst doing this we ask that check and update the following:

- You have at least 3 emergency contacts that we can call if needed
- Check the contacts telephone numbers and email address are up to date
- Check and update all Parent Consents
- Ensure that all the Ethnic/Cultural detail fields are completed

If you have not yet activated your ParentApp account and require us to send you a new activation link, please contact the school office at primary@oakgrove.school or call us on 01908 545300. We would like to encourage all of our parents to sign up to the app where possible as it can give you the following benefits:

- Easy access to update your information
- Valuable insights in to your child's attendance
- Easy access to your child's interim and annual reports when they are issued
- Calendar reminders for events that are relevant to your child

If you have any questions regarding the app please do not hesitate to contact the school office.

Thank you for your cooperation with this.

Yours faithfully,

Mr Sim
Headteacher, Primary and Nursery

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 Venturer Gate, Middleton
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Headteacher (All-through): Ian Tett BSc; C.Geog; PQSI; NPQH
Senior Deputy Headteacher: Nicola Irwin-Morris BSc; PQSI; NPQH
Headteacher (Primary and Nursery): Mark Sim BA; PGCE; MBA
Deputy Headteacher: Ian Boon BEd
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