

KING ARTHUR'S COMMUNITY SCHOOL

A specialist Sports College

West Hill, Wincanton, BA9 9BX

Telephone 01963 32368

E-mail office@kingarthurs.org.uk

Headteacher – Mrs. Emma Wilkes



September 2011

Dear Parents

I enclose a printout of the information we hold on our computer system about your child. I am doing this to comply with the Data Protection Act but also to ensure that the details we are accessing are correct. The information held on our computer system is of course confidential and will only be used for educational purposes.

Please check the information: if alterations are necessary please mark these using a **COLOURED PEN**. Certain areas of the data base (meal type and transport for example) will only accept one entry – please choose the one that best fits.

May I take this opportunity to remind you that it is essential that we have an emergency contact in case of illness or accident at a time when you are not available: please keep us up to date with any changes that may occur.

We have for many parents a mobile phone number. These seem to change more frequently than land line numbers. It would be really helpful if you could notify us of mobile phone number changes.

Please return the sheet, **amended as appropriate** or **initialled if correct**, as soon as possible.

Thank you for your help with this.

Yours sincerely

A handwritten signature in blue ink that reads "E. Wilkes".

Mrs E Wilkes
Headteacher