COPTHORNE
PREPARATORY SCHOOL

Copthorne Prep School - Data Protection Sheets

03 December 2018

Dear Parents

At the end of the summer term, we sent out Data Collection Sheets to check that all the information we hold on our pupils is up to date and that we have two emergency contacts for every pupil. This is a legal requirement and will be checked at inspection. To date, we have only had just over 50% of the Data Collection Sheets returned. Please can I ask, as a matter urgency, that those parents who have not returned these forms do so before the end of term. If nothing has changed on the details, please just sign it and return to the main school office.

I would like to thank you in advance for your cooperation in this matter.

Yours sincerely

G Miles

Bursar