

Harlington Upper School

Goswell End Road. Harlington Beds LU5 6NX
Headteacher Mr S Fell



Tel no: 01525 755100

Dear Parent

New Starter Form

We need to collect information about your child joining our school

We ask that you provide us with your child's personal details, medical history and emergency contact details. You will find a **New Starter Form** attached to this letter for you to complete and send back to Harlington Upper School.

In addition to the information you provide us on the form, the school will also hold test results and records of assessment, some of which are non-statutory, and any other specific information that helps to support teaching and learning and to provide the support your child needs. If you require assistance with the completion of the form, please let us know and we will respond positively to individual requests.

The information you give us is treated as confidential and processed in compliance with the Data Protection Act.

In certain circumstances, we have to pass this information on to other organisations such as the Local Authority (LA), the Government's Department for Education (DfE), the Standards and Testing Agency (STA) and to any other school your child eventually transfers to.

A Privacy Notice letter and full Privacy Notice are available at www.harlington.org which explains in greater detail how we deal with your child's information and the rights you or your child has to access this information. We are, of course, able to provide you with a paper copy on request to the school office.

We continually work to improve the way the school communicates with parents. If possible, please include a contact email address so we can keep you informed.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Fell'.

S Fell
Headteacher