

Department of Education

Director: John Wilson BSc (Hons)
Council Offices, 211 Main Street, Barrhead, East Renfrewshire G78 1SY



Williamwood High School

Head Teacher: John Fitzpatrick BSc
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Our Ref: JF/JS
Your Ref:
Date: 26 August 2013

Dear Parent/Carer

1 Annual Data Check

I am obliged to supply you with the enclosed information under the Data Protection Act. I also wish to ensure that the school has the necessary information to make an appropriate contact in the event of an emergency. Enclosed is a printout of your child's record. I ask you to check this carefully and, if necessary, amend the information held in the record.

Please note that any medical condition/information not detailed should be added. Similarly, if you wish to inform us of a medical condition or any medical information/medication relating to your child has changed, please note this on the form.

Please provide TWO current Emergency Contacts and indicate which one we should contact first when the parent/carer is not available.

The Scottish Government also requires information on language and ethnic background and I should be grateful if you would ensure that this information is also included in your child's record.

In order that your child's record can be updated, I ask you to return the form to the school office by **Monday 9th September 2013.**

2 Text Messaging

We are expanding the use of our text messaging system to improve communication with parents. We shall send the text to the mobile telephone number of the main contact. If this is not suitable, please provide us with an alternative mobile telephone number.

3 e-mail

This session, we intend to use e-mail to improve communication with you. Please provide us with your e-mail address in the space provided.

4 Photographic Images

From time to time, we may use photographs or video recordings of your child to promote achievement, display good work or enhance the school environment. We shall always do this within approved guidelines. For example, a pupil's full name will not accompany his/her photographic image on the school website. If you do not wish your child's image to be used for these purposes, please telephone the school and let me know.

Thank you for your co-operation.

Yours sincerely

John Fitzpatrick
Headteacher