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25th May 2018

Dear Parents / Carers,

Updates on GDPR (Data Protection) and Entry into School for Students

I am writing to make you aware of upcoming changes. The first is about how we are protecting your data in readiness for the new data protection law which will be in force from Friday 25th May 2018 and the second is a change to entry into school for students in the mornings, which takes effect from Monday 4th June.

GDPR update

The government has introduced a new data protection regulation which we are enforcing from Friday 25th May 2018. This does not alter how we protect and use personal data in our school, but makes it easier for you to find out how we use and protect your information. We will continuously review our data protection policies and procedures to keep all information safe and secure. To support this process, we have employed a specialist Data Protection Officer, Craig Stilwell. If you would like to review the data we hold about you or have more information about how we use your data, please contact Craig who will support you with the request. Craig can be emailed on dataservices@judicium.com. His contact details are also available on our school website.

Entry into School for Students

In order to improve the safety of pupils whilst they are on site, from Monday 4th June 2018 the school gate will open from 7.45am during term time Monday to Friday. Pupils will not be able to enter the site before this time. The entrance point for pupils will be Pupil Gate 6 on Villiers Road. Any pupils arriving late must report at main reception which is Gate 2 on Boyd Avenue.

From 7.45am to 8.10am pupils will need to remain in the canteen where they are able to have breakfast free of charge. From 8.10am to 8.20am pupils can move into the supervised quad area. Form time will begin at 8.20am and pupils will be able to enter their classrooms at this point. At the end of the school day at 3.10pm, the only pupils that will be allowed to remain on site are those that have a supervised extra-curricular activity or intervention class. These after school sessions will finish by 4.30pm at which point all pupils must be off site.

Yours faithfully,

Ms A Sharma
Headteacher

