



Bridlewood Primary School
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Headteacher: Mrs V Sammon

A place for learning, caring, sharing and growing together.

21st November 2025

Dear Parents/Carers

Data Collection

During the book look next Wednesday, 26th November, we will be asking parents/carers to check the data we hold for your child. Our data collection sheets are produced from our Management Information Software (MIS).

The data collection sheets will be in named envelopes with your child's teacher and we ask that parents/carers review these and make any necessary amendments and return them to the office when you leave. These forms are for parents/carers to check only and if you are sending another family member, they will not be required to do this.

If you are unable to attend the book look, the data collection sheets will be handed to parents/carers directly by the class teacher, to be returned to school as soon possible with any amendments. If your child attends breakfast club and after school club the club staff will be given the envelopes to pass directly to you. If you do not come to school as your child walks themselves or a childminder or other family member brings and collects them, please let us know.

The forms contain the personal information, medical and dietary information, consents held and guardian/emergency contact details that we are required to hold for your child. Please check through this thoroughly and make any amendments as necessary and **sign at the bottom**.

If you do not have any amendments to make, **please still sign**, name and date the bottom and return to the school office.

Our [Privacy Policy](#) can be found on our website.

If you have any questions regarding the above, please let us know.

Kind regards.

Lyndsay Kane
School Admin Officer

