

12 September 2022

Dear Parent/ Guardian

### **Student Information Collection**

As you may already be aware Cranbury College moved to a new data management system during the last academic year. Due to this we are doing a data collection of all students information to ensure we have the correct records for your child – this is important information we need updated on file including emergency contacts and medical information.

As stated in our welcome back letter, we will also be rolling out a new system to parents that teachers currently use to track attendance, positive points, and negative points. You will be able to download an app, which allows you to see what is being logged for your child(ren) throughout the school day. This app also allows communication to be sent, meaning getting information to you is much easier. In order to roll this out we need parental emails. Please take a moment to enter your new email address, so that we can ensure we have the most up to date address on our system. We will no longer be sending text messages, so ask for your support in adding your contact details. Any emergencies, of course, will still be made via a phone call.

Please follow the links below to complete the short forms for the necessary information needed.

**Student Personal Information & Emergency Contact Details - [Here](#)**

**Medical Information, Mode of Travel and Privacy Notice - [Here](#)**

**Ethnic Background Data Collection Form - [Here](#)**

**Special Educational Needs - [Here](#)**

**Trips and Visits Consent – [Here](#)**

**Acceptable use of Digital Technology Agreement- [Here](#)**

**Application for free school meals (if you are entitled)- [Here](#)**

**Photographic Consent- [Here](#)**

If you are unable to complete the forms at home or need technical support, please contact the Cranbury College reception team to aid your completion of these forms on 0118 937 6847 or email at [cc-adminteam@maidenerleghtrust.org](mailto:cc-adminteam@maidenerleghtrust.org)

Yours Sincerely



**Miss C Burns**  
Headteacher