



# Oakley Lower School

Station Road, Oakley, Bedford, MK43 7RE



**Headteacher**  
Mrs S Lovett

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Dear Parent,

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 the 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. This legislation also gives you, as the parent or guardian of a child under the age of 12, the right to see this information if you wish.

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 Qualifications and Curriculum Development Agency (QCDA) and to any other school your child eventually transfers to.

The accompanying '**Privacy Notice**' explains how we deal with your child's information and the rights you or your child has to access this information.

If you need further information or need to discuss the contents of this letter further, please contact the Headteacher at the school.

If you would like us to contact you by email, please include this information.

Yours faithfully

Sarah E Lovett  
Headteacher



[www.oakleylowerschool.co.uk](http://www.oakleylowerschool.co.uk)



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