

Friday 20<sup>th</sup> September 2019

Dear Parent/Carer(s)

As part of our assessment processes we use several sets of student data to monitor progress and inform our teaching. We take the safeguarding of our student data very seriously and we are compliant with the latest regulations on usage and sharing of student data. I would like to take the opportunity to let you know about how your daughter's assessment data is used to continually improve teaching and learning at our academy.

SIMS is the online database system we use to hold personal data on students including:

- DOB
- Ethnicity
- Previous schooling history
- Parental/Guardian contact details
- Special educational needs data (if any)
- Dietary/medical information (if any)

Other systems that make use of your daughter's data are:

- Firefly (used for storing behavioural and academic information)
- ClassCharts (used for seating plans)
- SISRA (used for analysing progress)
- FFT (used for setting targets and analysing progress)

Only current staff have access rights to all of these systems. The companies that provide services to us can access student data but under law must notify of us of any and every instance of this. Please note we **do not share personal data** such as addresses, parent details, medical needs etc with any of the systems listed. We share only academic data and date of births to place students in the correct years.

Please feel free to contact me should you have any questions or concerns about any of the above.

Yours sincerely,



Mr. S Cooner  
Assistant Headteacher

Headteacher: Mr Qamar Riaz BA (Hons)

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