

Dear Parent(s)/Carer(s),

Welcome back to a new academic year. We are living in ever-changing times and communication between home and academy is more important now than it has ever been. To this effect we are sending out a data checking sheet for all students. In case of an emergency with an individual or in any case where parents/carers need to be contacted urgently, it is vital we have up-to-date information for all students on our system. In addition, we will be moving mostly to online communications to avoid having to send out paper, which means it is important for us to have an email address that you can be contacted on. We will always use the email address provided for Priority 1 contact, so please ensure that a parent/carers email is provided in that section please.

We want to assure you that all information stored about students and their families is stored and processed in line with the Data Protection Policy, which is available on our website at <https://www.hwga.org.uk/the-academy/academy-profile/academy-policies/>. The Data Protection Act requires us to ensure that any data we store is kept up-to-date.

I would like to request that you check the attached data checking sheet, make any necessary amendments and also complete the slip below, all of which needs to be returned to your daughter's form tutor please by Friday 11th September.

Thank you for your anticipated support in this matter.

Yours sincerely



Mrs S Yousaf

Director or Marketing and Communications (Education)

Student Name: _____ Form: _____

I confirm that I have checked all details on the data checking sheet and have made amendments, where necessary.

Signed (Parent/Carer): _____ Date: _____

Headteacher: Mr Qamar Riaz BA (Hons)

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Registered Office: Foundation Office, Edgbaston Park Road, Birmingham B15 2UD. Registered in England and Wales.

EXPRESSION OF PARENTAL PREFERENCES

Name of Child: _____

School: _____

Please tick any that apply:

Unnamed Photographs:

	Yes	No
I am happy that unnamed photographs/videos of my child are used in school.		
I am happy that unnamed photographs/videos of my child are used for wider publication such as: School prospectus and similar information Foundation and School websites Social Media Display boards		
I am happy that an unnamed photograph/video of my child can appear in any external publication.		

Named Photographs:

	Yes	No
I am happy that named photographs/videos of my child are used in school.		
I am happy that named photographs/videos of my child are used in any school publication.		
I am happy that named photographs/videos of my child are used on the Foundation and school websites and social media.		
I am happy that named photographs/videos of my child can appear in any external non-school publication.		

I understand that the school will try to take my preferences into account but that the school and the Foundation must comply with the Data Protection Regulations which will give my child rights in his/her own data when he/she has adequate capacity and understanding to make decisions about the publication of his/her photographs/videos for him/herself.

Signed:

PRINT NAME:

Relationship to child:



**KING EDWARD VI
HANDSWORTH WOOD
GIRLS' ACADEMY**

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www.hwga.org.uk



**KING EDWARD VI
ACADEMY TRUST
BIRMINGHAM**

Dear Parent(s)/Carer(s)

We are so happy to welcome our girls back to the academy and are looking forward to a successful academic year. Moving forward we are looking to celebrate the many successes our students will have throughout the year on our new academy website and social media channels, as well as possible exposure in local print and TV media.

It is important for us to share with our community all the wonderful things we are doing, and we want to do that in a manner that is responsible and appropriate. As we progress through the year, many learning activities within lessons and during extra-curricular time will be photographed and we may want to use them as described above. To this effect, we need all parents to complete and return the attached form to the academy by Wednesday 9th September please. Your daughter will need to hand the completed form to her form tutor. If you would like to read the full photography policy it is available on our website: <https://www.hwga.org.uk/the-academy/academy-profile/academy-policies/>

Thank you in anticipation of your support in this matter.

Yours sincerely

Mrs S Yousaf
Director of Marketing and Communications (Education)

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