

01/11/2022

Dear Parent/Guardian,

#### **KEEPING IN CONTACT WITH PARENTS AND CARERS**

At Worlabby Academy we communicate with parents/carers in various ways including email, text, telephone call, by letter and sometimes via electronic communication apps.

It is therefore important for parents/carers to keep the Academy up to date with any new home address, telephone number and email addresses to ensure that we can contact you in case of an emergency. Please contact the Academy at your earliest convenience if your details have recently changed.

During a pupil's time with us, we will gather information to help us support your child. We explain how we use this information in the Privacy Notices published on each Academy website. We keep this information for as long as we need to process it or for as long as the law requires us to keep it. When we no longer need data, we will destroy it in accordance with good data protection practice. If you require more information, please contact us.

As an Academy and a Trust, we are very proud of the achievements of our pupils and we would like to be able to celebrate these achievements both within the Academy and Trust as well as with others. Sometimes for us to do this, we need to ask for your consent.

You will have been issued with a consent form to fill in when your child first started at the Academy. If you would like another copy, please contact us. You may change your mind in relation to any of the consents (if any) that you provided at any time. This includes withdrawing your consent to anything that you have agreed to previously. To withdraw your consent or amend your consent preferences, please contact the Academy.

Yours faithfully,

Rachel Porter  
Office Manager/Finance Officer  
Worlabby Academy