05 November 2021

Dear Parent/Guardian

Data checking and privacy notice

Annually we ask that parents check the information that we hold for them to ensure it is accurate, both in terms of data protection and also the safeguarding of your son/daughter. With the SIMs Parent App, parents are able to view and amend the details that we hold on our system directly.

Please could you check the details that the school holds for you and your child/ren carefully and amend if any details are incorrect. Any amendments should be made by Friday 19 November using the SIMs Parent App.

Should your details change after this date, please continue to make amendments through this portal. Please note that we are unable to accept changes over the telephone.

If your child has a new allergy, please could you email the full details of the allergy plus any medication required to the school office at meceoffice@maidenerleghtrust.org.

If your family is moving house, it is important that all parental contacts who live at this address also update the address details on the SIMs Parent App to indicate that they have moved.

A copy of our 'Privacy Notice' which details how the school will use the data hold about you and your child/ren can be found on our website using the following link:
https://www.maidenerleghchilternedge.co.uk/attachments/download.asp?file=767&type=pdf

The SIMs Parent App is also used to view your son/daughter's school reports. If you require assistance with logging on to the SIMs Parent App, please email meceoffice @maidenerleghtrust.org

Yours faithfully

Naheed Raza
Office Manager