



23 February 2026

Dear Parent/Carer

Data checking and privacy notice

Termly we ask parents to check the information that we hold for them to ensure that it is accurate with respect to both Data Protection and the safeguarding of your child. By using the MyChildAtSchool app, parents are able to view and amend the details that we hold for them on our system.

Please could you check the details that the school holds for you and your child carefully and amend if any of the details are incorrect using the MyChildAtSchool app. If you have any issues with the app please email meceoffice@maidenerleghtrust.org

Should your details change, please continue to make amendments through this portal and we will amend our system. 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 Medical Welfare Officer at:
meceabsenceandmedical@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 their MyChildAtSchool app to indicate that they have moved together. Please ensure you do not delete your old address but only add the new one.

Please do not remove your child's school email address, as this is required for your child's Student Portal account.

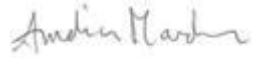
A copy of our 'Privacy Notice' which details how the school will use the data it holds about you and your child can be found on our website using the following link:

[Privacy Notice - How we use pupil information \(maidenerleghchilternedge.co.uk\)](http://maidenerleghchilternedge.co.uk)

This gives information about who the data may be passed on to, including the local authority youth services for all young people aged 13-16.



Yours sincerely



Ms A Marden

Office Manager and Headteacher's PA

