



Sept 2015

Dear Parent/Carer

The Data Collection Sheet gives the school the information it needs to keep parents/carers in touch with news and events at Wood Green, emergency contact details and data that is required by the DfE. Please check that all details are correct.

In particular

- Please supply the **email address** you want used in home-school correspondence, for example, school letters.
- Please note only one email address of a parent is required per student, but **both parents can sign up** if they both want to receive school emails.
- If parents share the same email, then that email address will only be shown for one contact as, otherwise, duplicate emails will be sent out.
- Emails are only sent out to the parent of a student.
- Please supply a **mobile phone number** we can use in special circumstances, for example, notification of an unexpected school closure.

Finally, there are two other ways in which you can keep in touch with school news:

1. You can sign up to the WGS Weekly Briefing at <http://wgsuitney.org.uk/wgs-briefing>
2. The school has a Twitter account @WGSWitney which we use to post regular updates, and to celebrate success.

Please do feel free to contact Mr Young by email r.young@wgsuitney.org.uk if any of the above requires clarification.