




April 2021

Dear Parents/Carers,

Up-to-date contact and medical details are essential for the school's operational use.

Please ensure you check your contact details and review your child's medical information on [Parent Insight](#), where you are able to update these details electronically and amend if necessary. Any amendments will then be updated on our records. See below for information if you wish to download the Parent Insight app. If you are unable to access Parent Insight please contact Mrs Wilkinson directly on [n.wilkinson@wgswitney.org.uk](mailto:n.wilkinson@wgswitney.org.uk)

To review on Parent Insight go to the General tab, click on Personal details, there will be an edit button  against fields you can amend, click on that against the details you want to amend, make your amendment and click ok.

If you need to make any changes to e.g. other emergency contacts, that cannot be shown on Insight, please email [updatemydetails@wgswitney.org.uk](mailto:updatemydetails@wgswitney.org.uk) stating your child's name and registration group and any changes required.

It is essential that we have the most up-to-date information about any medical or dietary needs that your child may have. If these change during the year, please advise us immediately either on Insight or on the above email so that our records are accurate, enabling us to respond appropriately.

At Wood Green School, when they resume, many trips are offered that will enhance the educational experience for your child. We will not be asking you to complete medical forms for each trip, instead, we will use the data that you have supplied, hence the importance of keeping us informed of any changes. Letters concerning trips will remind you to update medical/dietary records. If your child does have a medical condition, the trip leader may contact you to discuss the best way to keep your child safe.

By reading this email you agree you have checked Insight and no changes are necessary at this time or you have made changes on Insight/emailed the above address.

We will remind you every term to check details held on Insight but please ensure any changes throughout the year are notified immediately.

Kind Regards  
Wood Green School

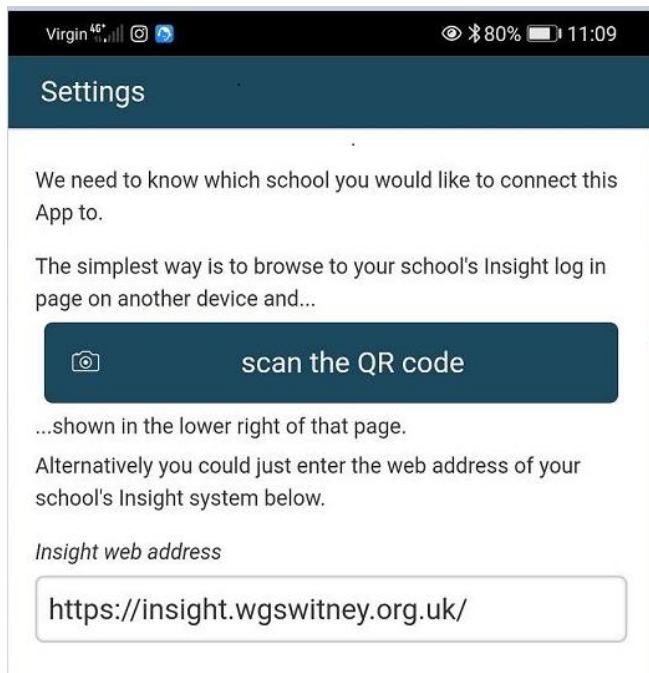
*Once our pupils reach the age of 13, the law requires us to pass on certain information to Oxfordshire Local Authority who have responsibilities in relation to the education or training of 13-19 year olds. We may also share certain personal data relating to children aged 16 and over with post-16 education and training providers in order to secure appropriate services for them. A parent/guardian can request that only their child's name, address and date of birth be passed to Oxfordshire Local Authority by sending an email to [office@wgswitney.org.uk](mailto:office@wgswitney.org.uk). This right is transferred to the child once they reach the age of 16.*

*For more information about services for young people please go to our local authority website [www.oxfordshire.gov.uk/cms/public-site/children-education-and-families](http://www.oxfordshire.gov.uk/cms/public-site/children-education-and-families)  
[The Acer Trust Students and Parents Privacy Notice](#)*

## Parent Insight app

Download from App Store or Google play by searching for '**Insight**' app supplied by **TASC Software Solutions Ltd.**

Open the app, you can access the Wood Green School account by either scanning the QR code below or manually entering the Insight web address shown below:



Sign in with your usual username and password.