



Founded 1888

# MANSHEAD SCHOOL

A Dunstable Ashton Foundation C of E Upper School

Voluntary Aided



A Specialist Science and Maths College

"In search of personal excellence"

Headteacher: Jim Parker

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## TO ALL PARENTS / CARERS

**February 2012**

Dear Parent/Guardian

### **Youth Support Services Consent**

We collect information about your child that you provide to us which is used to help us support teaching and learning and to provide the support your child needs.

The information you give us is treated as confidential and processed in compliance with the Data Protection Act. This legislation also gives you, as the parent or guardian of a child under the age of 12, the right to see this information if you wish.

In certain circumstances, we have to pass this information on to other organisations such as the Local Authority (LA), the Government's Department for Children, Schools and Families (DCSF), the Qualifications and Curriculum Authority (QCA) and to any other school your child eventually transfers to.

If your child is aged 12 or over, we also have to pass information to the Youth Support Services, run by the Central Bedfordshire local authority, who provide advice, guidance and access to personal development opportunities to all young people aged 13 -19. This information includes names and addresses of the child, the date of birth and their parents names.

As a parent or guardian, you can choose not to allow the school to disclose any further information about your child to the Youth Support Service other than your child's name and address. If your child is aged 16 or over, your child has the right to decide whether information is passed onto Youth Support Service.

**Please indicate whether you wish to give consent or otherwise for further information, other than names, addresses and date of birth to the Youth Support Service on the form overleaf and return it to the school office as soon as possible.**

The accompanying **Privacy Notice** explains how we deal with your child's information and the rights you or your child have to access this information.

If you need further information or need to discuss the contents of this letter, please contact Mrs Hedges, Data Manager, at the school, tel: 01582 679241.

Yours sincerely

**Jim Parker**  
**Headteacher**

**G:/admin/SUE/Head/Letters/Misc/Youth Support Services/Data –Jo Hedges (February 2012)**

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## Youth Support Services Consent Form

Pupil Name: \_\_\_\_\_

Year : \_\_\_\_\_

*Please tick one option*

I agree

I do NOT agree

for the school to disclose information other than the name, address and date of birth of my child to the Youth Support Service.

Parent/Guardian signature: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this form to the school as soon as possible. Your child should hand the form to their Learning Guide or give it in at the school office for the attention of Mrs Hedges, Data Manager.