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Dear Parents,

On Friday 16th September data collection sheets were sent home with children in year 1, following this it has been brought to my attention that unfortunately a number of these forms were mistakenly given to the wrong children.

Howes Primary School takes its duties under the Data Protection Act very seriously and is under a duty to make every effort to recover these forms. With this in mind I would like to ask that you return any form currently in your possession which does not relate to a child within your care. This should be returned to the school office with immediate effect.

I would like to advise you that if you have received a form about a child who is not your responsibility under no circumstances should you disclose or share any information with another person.

I apologise for the inconvenience caused by this error however I would be very grateful for your co-operation in this matter. May I take this opportunity to thank all families that have already returned the forms.

Yours Sincerely

Miss Sioux Cooke
Headteacher

