



October 2010

Dear Nursery and Reception Parents,

Your child has an 'Early Years Profile' and other Records tracking their development, and achievements in the Early Years Department.

We are very happy for Parents to contribute to these Profiles by passing on information, as a note or a photograph, to the teaching staff when landmarks have been achieved in your child's life.

Staff are also happy to share with you your Child's Profiles and records to discuss them with you. In order for us to take into account Data Protection Rules when disclosing records that refer to third parties, we ask that a written request is sent into school so that personal files on your child can be made available for you to view in school. Staff will endeavour to meet your request within five working days.

Yours sincerely

S. D. Hutchinson .

Mrs S. D. Hutchinson
Headteacher Bed

St Joseph's Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.