



President Road | Aylesbury | Buckinghamshire | HP18 0YA  
Tel: 01296 326320 | e-mail: [admin@greenridgeacademy.co.uk](mailto:admin@greenridgeacademy.co.uk)  
Website: [www.greenridgeacademy.co.uk](http://www.greenridgeacademy.co.uk) | Twitter: @GreenRidgeR2

Headteacher: Mrs. Jen Fraser, B.Ed. (Hons), NPQH

Tuesday, 23<sup>rd</sup> September 2025

### Data Collection Sheets & Consents, Agreements and Permissions Form

Dear Parents and Carers,

#### Data Collection Sheets

One of our responsibilities under the General Data Protection Regulation (GDPR) is to ensure any personal data we collect/hold at school is kept up to date and accurate. Therefore, we are required to ask families to check their data annually.

Children will bring a data collection sheet home with them in a sealed envelope, by the end of this week. This contains important details we hold on file for your child and their emergency/family contact details. Please look carefully through **all** the information on the sheet and amend any changes by putting a clear line through anything you would like to be removed, and by adding any additional information onto the sheet. All forms must be returned, even if there are no amendments to make, to confirm that we have given you the opportunity to update your data. Please ensure you also sign and date the end of the form.

Please place your form in the envelope and return it to the school office or via your child by **Friday, 10<sup>th</sup> October**. Alternatively, you can post it in our secure mailbox located just outside of the main school entrance.

#### Consents, Agreements and Permissions Form

We will now be asking parents/carers to annually complete a consents, agreements and permissions\* form. This will allow for any amendments to be made each year if necessary and also gives you the opportunity to update your preferences more frequently as your child moves through the school. We kindly therefore ask that you take the time to also complete this [form](#) by **Friday, 10<sup>th</sup> October**.

We appreciate that parents/carers of our newer children will have only recently completed this form, however we can confirm that amendments have since been made meaning you are required to complete the form again.

*\*Please note that you do not have the option to select external use of media preferences, i.e. you cannot give consent for your child to be featured on our Instagram profile but not feature in our weekly newsletters.*

Yours faithfully,

Mrs. Jen Fraser  
Headteacher