

March 2021



Principal Nick Martin
BSc, MA, PGCE, NPQH

Youth Support Services

Dear Parent/Carer

As part of the transition process we collect the information provided by you, about your child, 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.

In certain circumstances, we have to pass this information on to other organisations such as the Local Authority (LA), the Government's Department for Education (DFE), the Qualifications and Curriculum Development Authority (QCA) and to any other school your child may transfer to.

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

We will ask you to update your consent when your child is in Year 11 as Youth Support Services will need consent in order to offer support post-16. The school will ask your child what their intended destination is and in the term after your child has left the school we will ask again either by email or phone where they are currently employed or training to ensure they have found an apprenticeship, college placement or sixth form place. Anyone who has yet to decide their next steps will be referred to YSS for support. If consent has not been given for YSS to contact your child, your child will not be able to access this service post-16. Please be aware As a parent or Carer, you can choose not to allow the school to disclose any further information about your child other than your child's name and address to the Youth Support Service. When your child is aged 16 or over, your child has the right to decide whether information is passed onto Youth Support Service. This website will give you further information regarding the youth support service.

<http://www.centralbedfordshire.gov.uk/children/youth-support/about/service.aspx>

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

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

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If you need further information or need to discuss the contents of this letter further, please contact the Principal's PA at the school.

Yours faithfully



Nick Martin
Principal

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