








MAIDEN ERLEGH

SCHOOL

Headteacher: Steve Jump
BA Ed (Hons), NPQH

 Silverdale Road, Earley, Reading, RG6 7HS
 0118 926 2467
 MESoffice@maidenerleghtrust.org
 www.maidenerleghschool.co.uk
 @MaidenErleghSch

13 March 2026

Dear Parent/Guardian

Data Checking and Privacy Notice

We periodically ask parents/guardians to check the information that we hold for them to ensure that the data we hold is accurate, in terms of both Data Protection and also the safeguarding of your child. Through the MyChildAtSchool app, parents/guardians can view and amend their details, access School Reports and Exam Results, and complete and submit Data Collection information through the portal.

We kindly ask that you review the details that the school holds for you and your child carefully using the MyChildAtSchool app, and amend them if any of the information is incorrect. If you have any issues with the app, please email mesmcas@maidenerleghtrust.org. Please note that we are unable to accept changes over the telephone.

If your child has a new allergy, please could you email the full details of the allergy plus any medication required to the school office at mesoffice@maidenerleghtrust.org.

If your family is moving house, it is important that all parental contacts who live at this address also update the address details on their own version of the MyChildAtSchool app to indicate that they have moved together. Please ensure you do not delete your old address but only add the new one.

Please do not remove your child's school email address, as this is required for your child's Student Portal account.

A copy of our 'Privacy Notice for Parents and Students' which details how the school will use the data it holds about you and your child can be found on our website using the following link: [Privacy Notice for Parents and Students](#).

This gives information about who the data may be passed on to, including the local authority youth services for all young people aged 13-19.

Yours sincerely

Mrs J Henderson
Office Manager and Headteacher's PA



Aim High



Be Inclusive



Work Together