



18 September 2026

Dear Parent/Guardian

Pupil Data Collection Information and Guidance Letter for Parents 26/27

Important: Please Check and Update Your Child's Information

As part of our ongoing commitment to ensuring that we have accurate and up-to-date information for every pupil, we are asking all parents and guardians to review the information we currently hold for their child on our school information system (MIS).

Having accurate information is extremely important. It helps us to keep pupils safe, communicate effectively with families, support their education and wellbeing, and ensure that we have the correct information available in the event of an emergency.

All personal data is collected, stored and processed in accordance with the [General Data Protection Regulation \(GDPR\)](#) and the [Data Protection Act 2018](#) (DPA 2018). More information can be found within our privacy notice, which is available on the website.

What we need you to check

Please review your child's information carefully and make sure that all details are correct. This includes, where applicable:

- Pupil name, date of birth and home address
- Parent/carer names and contact details
- Telephone numbers and email addresses
- Emergency contacts
- Medical information, including allergies and relevant health conditions
- Details of any additional needs or information that may help us support your child
- Consent and communication preferences
- Other information displayed within the school's parent/MIS system

If any information has changed, please update it as soon as possible.

Why is this important?

Accurate information enables our schools to:

- Contact you quickly when necessary
- Respond appropriately in an emergency
- Safeguard pupils effectively

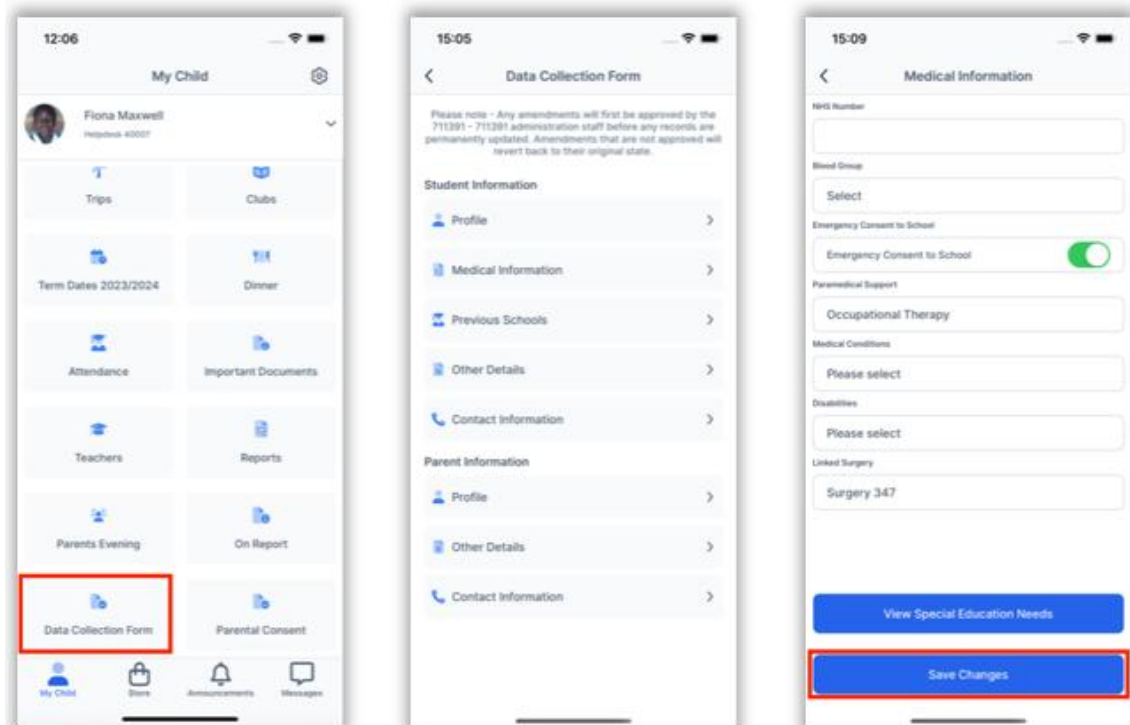


- Understand and respond to pupils' individual needs
- Ensure important communications reach the right people
- Maintain accurate school records and meet our statutory responsibilities

We appreciate that circumstances can change throughout the year. You should therefore inform the school whenever your circumstances or contact details change.

How to update the Data Collection form in the MCAS App

1. Login to My Child at School (MCAS App)
2. Go to **My Child** then either click on **Data Collection Form**.
3. Click on the relevant field in Student Information or Parent Information for example Medical Information, then make amendments to the relevant sections. After all changes have been made, make sure to click Save Changes



If you are having trouble accessing the MCAS App, please email us at mesmcas@maidenrleghtrust.org alternatively please call Maiden Erlegh School on 0118 926 2467.

Yours sincerely

Maiden Erlegh School Office

