

# WILMINGTON ACADEMY

WILMINGTON



ACADEMY

Principal: Mrs T Trusler

Head of Apollo: Mr P Devlin  
Head of Minerva: Mr M Gore

Ref: LEL/BBU/Early Closure/Data Collection sheet

16<sup>th</sup> September 2015

Dear Parent/Carer

## Open Evening - Tuesday 29<sup>th</sup> September 2015

Please be aware that Tuesday 29<sup>th</sup> September 2015 is our open evening for prospective parents. *The school will be closing at 2.45 pm to prepare for the open evening.* Selected students will be requested to be in school to showcase their work in departments and also act as tour guides.

Unfortunately, as the other Wilmington schools are finishing at different times, there can be no special arrangements with the buses. All students will need to make their own way home.

## DATA COLLECTION SHEET

Please find enclosed the data collection sheet containing the personal details we have on the system for your child. We ask that you check the details carefully and amend if necessary. Please sign and return the form to Main Reception. To facilitate us in ensuring your changes are made promptly, please return within one week. We require this form returned signed whether there are changes to be made or not to ensure our database is correct and legal. Please also ensure that the use of photographic images section is signed by both you and your child.

Please also advise us of any changes to your details that may happen throughout the year to ensure that our database is always up-to-date.

## FAIR PROCESSING NOTICE

All information relating to the Fair Processing Notice is available on our website.

Thank you very much for your prompt attention.

Yours sincerely

Mrs B Burwood  
Assistant Principal

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