

Dear Parents/Guardians

Re: New Fair Processing Notice 2007/08

The Department for Children, Schools and their Families (DfCSF) has issued a new Fair Processing Notice (FPN) which has been broken down into three layers:

- Layer One is a brief one page notice to go to all parents (attached);
And layers 2 and 3 which are available upon request from the School:
- Layer Two provides more information about the organisations who have access to information and the uses they make of it;
- Layer Three is the full Fair Processing Notice.

If you have any further queries please feel free to contact me.

Yours sincerely

Mrs J Kneale

Headteacher