



THE WELLS ACADEMY

INTEGRITY • RESILIENCE • AMBITION

14th November 2023

Dear Families

Improving communication with families

As part of our commitment to continuous improvement, I want to update you on our efforts to enhance communication at The Wells Academy. Effective communication with families is critical and your feedback on communication has been invaluable. I am delighted to share that we have increased capacity within our admin team and have plans to increase this even further.

Your contact details

It is crucial that we hold the most up-to-date and accurate contact information for all students and families to promote, support and safeguard the wellbeing of students in our care, therefore, **we ask all families to complete our Data Collection Sheet**. To access the sheet, please click on the link or scan the QR code at the bottom of this letter [Data Collection Sheet](#).

The information you provide is required by the academy to have appropriate means to contact you as parent/guardian of a student attending this academy. All families must provide **at least two contacts** for your child for safeguarding purposes, however, there is space to include up to four contacts. Please note, when we process your personal information, we are obliged to comply with the General Data Protection Regulation (GDPR).

Celebrating student success

As an academy, we take pride in celebrating the successes of our students through various channels, including our website, social media and academy prospectus. To continue doing so, we seek your permission for photographic consent on the data collection sheet. This allows us to use photographs within the academy and for promotional purposes.

If you have any queries or concerns, please don't hesitate to contact the academy office.

Yours sincerely

Mr G Coles
Principal

Data Collection Sheet



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Principal Mr G Coles



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