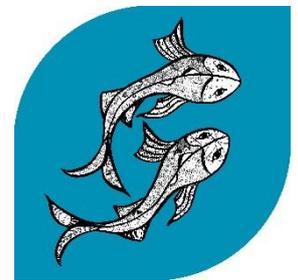


*St Levan Primary School*  
*where all children SHINE...for life*

**The Bottoms, St. Levan, Penzance, Cornwall, TR19 6HD**  
**Tel: 01736 810486**



6<sup>th</sup> September 2018

Dear Parents/Carers

**Welcome**

On behalf of the team at St Levan I warmly welcome you all to the start of the new academic year. I hope you have all had a wonderful break and I look forward to getting to know everyone better over the next few weeks. You will notice that we have been joined by a number of new children in Class One, Alice, Astrid, Calum, Flora, Holly, Sadie, Summer, Theo and Isabelle and in Class Two, Deva and Ellie, I am sure you will all join me in wishing them a very warm welcome.

Over the next two weeks we will be settling our children into their new routines in the class and at playtimes. To help with establishing these routines, accompanying this letter you will find key information from your child's class teacher, including PE days and outdoor learning sessions. We hope this will help to act as a reminder each week of when items are needed.

**Forms to complete and return by Monday 10<sup>th</sup> September 2018.**

Attached to this letter are also four important forms that we ask you to read, complete and return.

The first is a data collection form with details we currently hold on our system for your child. If there are any changes to your child's contact details please amend the form where necessary. We ask for all forms to be returned to the office immediately so that we can update our records accordingly.

The second regards the taking of and use of photographs and videos of the children, the next is a permission form to enable us to enhance your child's curriculum and learning experiences through offsite activities. The final attachment regards our storage of your child's data under the new GDPR, which came into force earlier this year, and our acceptable computer use guidance. Please can you complete these and return to the school by **Monday 10<sup>th</sup> September**.

If you need to contact the School Office please use telephone 01736 810486 or email [secretary@st-levan.cornwall.sch.uk](mailto:secretary@st-levan.cornwall.sch.uk).

Next week you will be receiving our first edition of the school's bulletin, which provides essential information on forthcoming events and celebrates our learners of the week. I hope you will find this useful.

Kind regards

Kathryn Carter  
Headteacher



e-mail: [secretary@st-levan.cornwall.sch.uk](mailto:secretary@st-levan.cornwall.sch.uk) Website: [www.st-levan.cornwall.sch.uk](http://www.st-levan.cornwall.sch.uk)