



October 2021

Dear Parent / Guardian,

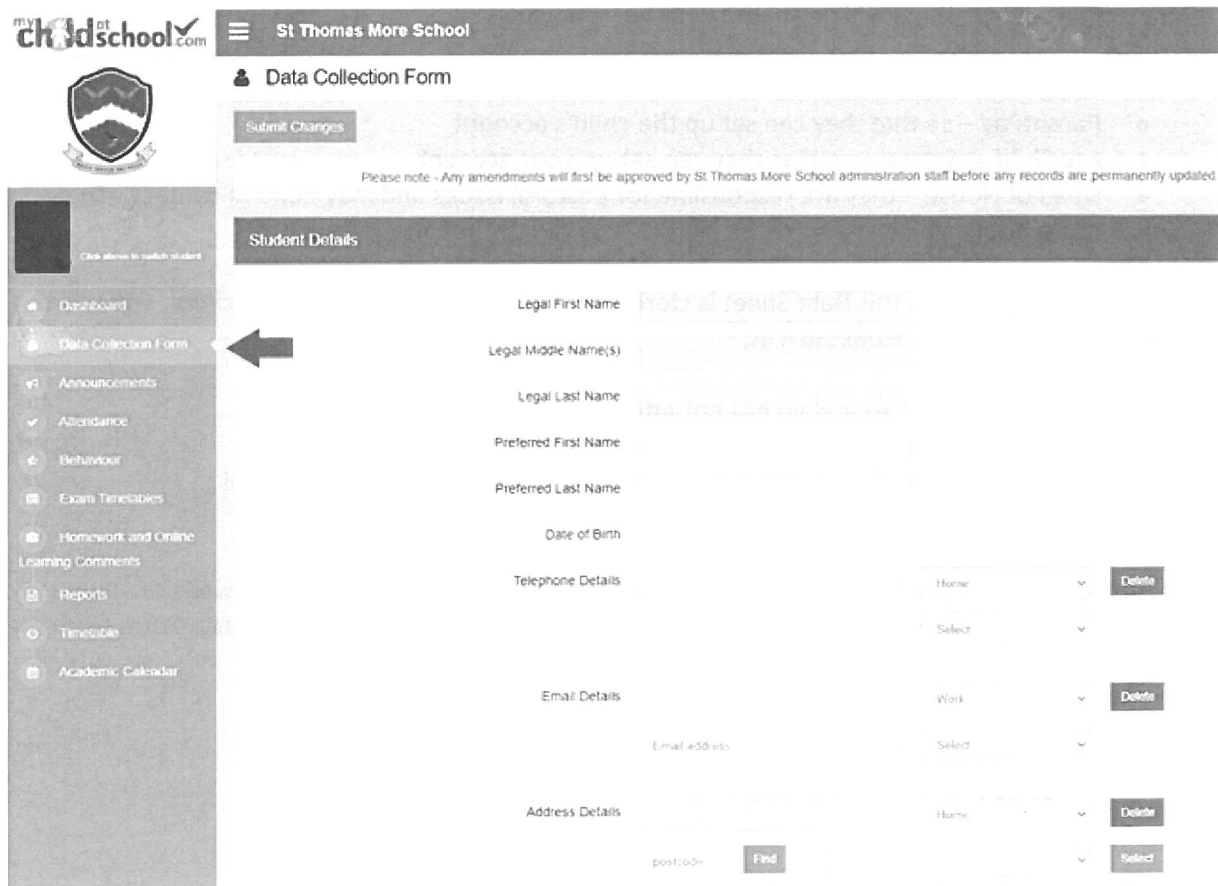
Student Data

In order to ensure that the data we hold for your child(ren) is correct and up to date, please could you log on to your My Child At School (MCAS) account, and check your details via the Data Collection Form. You can make any necessary changes directly onto the Data Collection Form also (please see instructions below).

If you do not have an MCAS account, or have issues accessing this, please email us at mcas@stthomasmore.org.uk. Please note that updates to student data cannot be given over the telephone for security reasons.

MCAS Data Collection Form

Once you have logged into your MCAS account, please select the Data Collection Form option from the menu on the left hand side.



OLD DURHAM ROAD, GATESHEAD
TYNE & WEAR, NE21 4BQ.

ST THOMAS MORE CATHOLIC SCHOOL,
CROFTDALE ROAD, BLAYDON,
TYNE & WEAR, NE21 4BQ

☎ 0191 499 0111
✉ info@stthomasmore.org.uk
🌐 www.stthomasmore.org.uk





Please check the data and make any necessary changes. Once happy with the data entered please click on the green Submit Changes button in the top left corner.

These changes will be reviewed / approved by a member of staff. If we have any queries on the requested changes we may contact you to discuss.

Storage and Use of Data Provided

Data stored within school will be shared with the following:

- Department for Education
- ParentPay – so that they can set up the child's account
- My Child at School – so that they can set up your account
- Head of House – they are responsible for pastoral issues and may need to contact you during the school day

The data you provide on this Data Sheet is stored in an internal database within school, and will be used for safeguarding reasons such as;

- Contacting you if your child has not attended school
- Contacting you if your child is unwell or injured in school
- Contacting you if your child has been involved in an incident within school

Further Information

For further information please see the Privacy Statement available on our school website. If you do have any further queries regarding the above, or if you wish to collect a Student Data Form from the School Office, please contact us on 0191 499 0111.

Yours faithfully

Mr D Shield
Assistant Head Teacher

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