



St Cecilia's  
Catholic Primary School

DECEMBER 2009

Headteacher: Mrs Catharina Mayhew MA. B.Ed  
St Cecilia's Catholic Primary School  
London Road, North Cheam, Surrey SM3 9DL  
Web: <http://www.stceciliasprimary.org.uk/>

# Newsletter

Dear Parents,

On behalf of the staff and myself I would like to thank you for your support in 2009 and wish you all a very Happy Christmas and New Year. It's also a time to remember those less fortunate than ourselves during the Christmas period and a collection will take place after our Y2 & Y4 Nativity Plays and the Carol Concert for St Raphael's Hospice.

## Used Postage Stamps

A reminder that there is a box outside the school office for used postage stamps for the charity Guide Dogs for the Blind.

## Council Toy Collection on behalf of The Vine Project

At Christmas it has become a tradition for Sutton Council to collect toys on behalf of a local charity that support families on low incomes. The 2009 Toy Collection will take in toys between 1<sup>st</sup>-18<sup>th</sup> December. Toys that are clean and in good condition may be delivered to the Council's Denmark Road offices in Carshalton, SM5 2JG or to the Civic Offices in St Nicholas Way, Sutton, SM1 1EA.

## Scooting

I would like to remind you that children should not be scooting in the playground. This is a particular problem at the end of the day. Children should always take care that their scooting is not a problem to any pedestrians.

## Winter Sickness

It's the time of year when the 'winter sickness' is prevalent in schools. The advice given from Sutton Health Authority is that children should remain off school for 48 hours after being sick to try and reduce the spread of the virus.

PLEASE REMEMBER the main school finishes at 12pm on Friday 18<sup>th</sup> December and all children return to school on Tuesday 5<sup>th</sup> January.



**We are required to inform you of the following:**

**Privacy Notice - Data Protection Act 1998**

We St Cecilia's Catholic Primary School are the Data Controller for the purposes of the Data Protection Act. We collect information from you, and may receive information about you from your previous school. We hold this personal data and use it to:

- support your teaching and learning;
- monitor and report on your progress;
- provide appropriate pastoral care, and
- assess how well your school is doing.

This information includes your contact details, national curriculum assessment results, attendance information<sup>A</sup>, characteristics such as ethnic group, special educational needs and any relevant medical information.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it.

We are required by law to pass some of your information to the Local Authority (LA), and the Department for Children, Schools and Families (DCSF).

If you want to see a copy of the information we hold and share about you then please contact the office.

If you require more information about how the LA and/or DCSF store and use this data please go to the following websites:

- <http://www.sutton.gov.uk/index.aspx?articleid=3398> and <http://www.teachernet.gov.uk/doc/13856/DCSF%20what%20we%20do%20with%20Children's%20data%20v4%20final.doc>

If you are unable to access these websites, please contact the LA or the DCSF as follows:

- London Borough of Sutton.  
**Children, Young People and Learning Service.**  
The Grove,  
Carshalton  
Surrey.  
SM5 2LW.  
Website. [www.sutton.gov.uk](http://www.sutton.gov.uk).
- Public Communications Unit  
**Department for Children, Schools and Families**  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT  
website: [www.dcsf.gov.uk](http://www.dcsf.gov.uk)  
email: [info@dcsf.gsi.gov.uk](mailto:info@dcsf.gsi.gov.uk)  
tel: 0870 000 2288.

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<sup>A</sup> Attendance information is not collected for pupils under 5 at Early Years Settings or Maintained Schools