

22nd March 2019

Dear Parents/Carers,

As part of your child's transition, all primary schools are legally obliged to share information about your child with their allocated secondary school under the Education Act. Information with secondary schools will only be shared once the secondary school place is confirmed. This will include information that identifies whether your child may need additional support at primary or secondary school to help them transition smoothly. It also allows the level of need to be monitored across the authority and plans can be developed to support pupils prior to the secondary school placement as well as when a pupil has transitioned to secondary school.

The information will be stored with the primary school and the secondary school whilst they remain in that setting. It will also be stored by the Transition Lead for the Local Authority for as long as the Local Authority feels necessary (which is usually throughout Years 5 and 6 and for the time they remain at secondary school).

You can request access to this information under the General Data Protection Regulation. For further information, please refer to the school's Data Protection Policy.

Yours faithfully,

Alicia Barnes
Year 6 and 7 Transition Lead - Salford Children's Services

