



27 March 2018

Dear Parent/Guardian

You may be aware that the new EU General Data Protection Regulation, or GDPR, legislation that supersedes the UK Data Protection Act, becomes enforceable from 25 May 2018 and applies to all organisations that control and process personal data. As a public sector organisation that controls and processes significant amounts of personal data on a daily basis it is vitally important that we ensure our practices continue to be robust and compliant with the new legislation.

In order that staff members can undertake appropriate training on the new legislation, Trustees have approved an additional INSET day to this year's school calendar.

This will take place on Thursday 3 May and therefore both Maiden Erlegh School and Maiden Erlegh School in Reading will be closed to students on this day, except for those students sitting public examinations at Maiden Erlegh School.

Students sitting public examinations will be expected to attend the examination in full school uniform, but will then be allowed to go home after their examination has concluded.

The decision to close the school to students was taken after careful consideration of the importance of the subject. The Trust places a high priority on our obligation to protect the personal data of all our students and staff and I therefore hope you will understand our decision.

Yours sincerely

Mr J Peck
Director of Finance and Operations and Trustee