



Whitstable & Seasalter Endowed (Church of England (Aided) Junior School

High Street, Whitstable, Kent CT5 1AY

Tel: 01227 273630

Headteacher: Ellen Taylor ELM MSc | BA Ed (Hons)

headteacher@whitstable-endowed.kent.sch.uk

Friday 4th September 2026

Dear Families of the Endowed,

Important Information

We hope all of your children have settled back well into school this week and enjoyed our exciting visit from 'Spirit of the Wild' today. Thank you for your cooperation and support as we introduced a different start to the day. I know it has been a significant change but the children have told me they like coming straight in to settle doing fun activities with their friends.

Now that school is up and running for the new academic year, there is some important information we need to request from you.

Emergency Contact and Permission Form (A5 Green Form) – *Years 4-6* would have previously completed one of these forms when your child joined the school. If you think any information may have changed on that form, please call into the school office to update, thank you. *Year 3* – children will be bringing a form home for you to please complete. If you picked one of these up already at our open afternoon last term, please complete and return to the school office.

Data Collection Form – Previously we have sent paper copies of this form at the start of every new academic year for parents and carers to verify and confirm the information that we hold on their children is correct. However, with the introduction of Bromcom and MCAS last year, parents are now able to update their information online. To do this, please log on to MCAS and click on 'Data Collection Form' in the left-hand column. This will open up a form for you to check and complete information on your child and yourself, by choosing either of the blue buttons in the top right-hand corner. For children that have recently joined us, the information contained on this form is the information that has been transferred from your child's previous school so you will need to make sure it is still relevant. Once checked and amended, where necessary, please click the green 'submit' button in the top left of the screen. To see how the school hold and use your data, our [Privacy Notice](#) can be viewed on the school website. **It is really important that this information is checked and updated regularly, so that we always have up to date contact information on our records and it is your responsibility to let us know if any information changes, thank you.** If you would prefer a hard copy of your child's Data Collection Form, please speak to the school office who will be happy to print this off for you.

We would be most grateful if this information could be completed and submitted straight away so we can ensure our systems have up to date information, thank you.

Please take a look at our [website](#) and follow our school [Facebook](#) page, which are both updated regularly and where we share lots of useful school and also local information, so well worth a browse over a cup of tea. Just a reminder that you are invited to come along on Monday after school to meet your child's teacher, hear about the year ahead, and look around their class. Any information shared will be available on the class pages.





Parents and carers are also invited to join us on Tuesday 8 September in the Garden Room from 9.00am for a cuppa and a chat with our Leadership Team and FLO. All are welcome and we hope you can come along.

We are looking forward to a great year ahead and wish you all a wonderful weekend.

With kindest regards

Ellen Taylor, Headteacher