



20th October 2025

Dear parent/carer

Re: Data Collection Sheet

In the event of an emergency or if your child is ill or injured, it is extremely important that the school holds the correct up-to-date information. Due to safeguarding regulations, we must have a **minimum of 2 contacts** per student.

Please log in to MCAS, choose from the menu: Data Collection Form. Check and correct as necessary also please include an up-to-date email address. Complete any missing information, i.e.: travel arrangements, meal arrangements and all medical details including surgery, doctor and telephone number.

Example attached – please note Tommy Becket is **not** a real person, this is for display purpose only.

Thank you in advance for your co-operation.

Yours faithfully

S Crawford

Mrs S Crawford
Data & Admissions Assistant
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The screenshot shows the mychildatschool.com website. At the top, there is a navigation bar with the school logo and a menu icon. Below the navigation bar, there is a section for 'Tommy Becket' with a 'Change Student' link. The main content area features a sidebar menu with options: Dashboard, Data Collection Form (highlighted), Announcements, Assessment, Attendance, Exam Timetables, Parents Evening, Reports, Timetable, Academic Calendar, Products, and Shop. The main content area displays a 'Submit Changes' button and a note: 'Please note - Any amendments by St Thomas Becket staff before any record amendments that are to their'. Below this, there is a 'Student Details' section with fields for Legal First Name (Tommy), Legal Middle Name(s), Legal Last Name (Becket), Preferred First Name (Tommy), and Preferred Last Name (Becket).



RESPECT



TRUTH



COMPASSION



JUSTICE



FAITH