

Blessed George Napier Catholic School and Sixth Form

A Youth Sport Trust Lead School for Inclusion

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Compassion

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Truth

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Forgiveness



18 October 2019

Dear Parent/Guardian

Pupil Data

I am writing to inform you of an administrative change relating to school records which may affect a small number of pupils. There are some pupils who use a preferred surname at school which is different to their legal surname. As I am sure you are aware, the school is required to record a pupil's full legal name on the school register. All official correspondence relating to the child, including their examination certificates, will be issued in their legal name.

School reports are also official documents and there is a legal requirement for schools to share these with everyone who has parental responsibility for a pupil. In future, all school reports will be issued in a pupil's full legal names. In order to facilitate this, the class register will also show the legal names for pupils from now on.

Of course, if your child has used a preferred name in school, they may continue to do this informally and their teachers will refer to them by their preferred name. They will not be expected to write their legal name on class exercise books, for example.

Please contact your child's Head of Year in the first place if you have any questions about this change.

Yours sincerely

Fraser Long

Principal

Principal: **Mr Fraser Long, B.Eng (Hons), MA.** headteacher@bgn.oxon.sch.uk

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"The school's contribution to pupils' personal, spiritual, moral, social and cultural development is exemplary. Pupils go out of their way to do good things. They act as positive role models for younger children." **Ofsted, June 2017**