

Dear Parent/Guardian,

We are looking to remove the burden of paperwork and make life easier for you and our administration team by introducing a secure digital form, consent and messaging system named CareMonkey.

The CareMonkey system makes it very easy for you to respond to medical, trip, and other general consent forms using your mobile phone, tablet or PC. CareMonkey can be accessed on any internet-enabled device at <https://www.caremonkey.com/> You can also download the CareMonkey app free of charge on most devices.

Our intention is to reduce the amount of paperwork you are required to complete or consent to over the course of the year as many of our various consent forms need updating at least annually to ensure this vital information is correct. For example, it will allow you to keep your child's emergency contact and medical information updated; so it is a simple process for you to confirm this information is still current and makes it quick and easy to make any changes. It also puts you in control of this data so you will always know what emergency contacts and medical information is shared with the academy as well as ensuring sensitive personal data is kept secure and private.

You will have already provided us with a valid email address that you wish for us to use as your primary mode of communication. We will use this address with the CareMonkey system.

All priority 1 carers on our systems will receive an email invitation asking you to sign up for your free CareMonkey account on Friday 21st September. You may need to check your junk mail folder. After this initial email, you will receive notifications whenever we ask you to complete a form such as a medical consent and emergency contact details form when your child is attending a trip. If you do not receive an email on 21st September it may be because we do not have an up-to-date email address for you. If this is the case, we would be grateful if you could provide email addresses as soon as possible as it is vital that we have accurate contact information for you. The priority 1 carer can choose to share the CareMonkey care profile with other parents/family with view or view and modify access. Where we currently hold care plans for students we will liaise with parents to ensure the most up to date copy is uploaded to the CareMonkey profile.

The process of setting up this important account takes just a few minutes and requires the following information to be entered:

1. Enter your key contact details (At one point it asks you to upload a photo of your child, you do not need to do this as we can use the students' photos from our admin system)
2. Enter emergency contacts in order of preference

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3. Enter details of doctor (It will ask for your child's dentist details, please leave blank as we do not require this)
4. Answer a few vital consent questions
5. Enter any dietary requirements the academy should be aware of
6. Enter any medical conditions

From the school's perspective, your child's information will only be visible by other parents/carers you share the profile with and the relevant staff for your child. The data will be managed in accordance with our privacy policies, which can be viewed on our website on the Policies pages. <https://www.shoreham-academy.org/Information/Policies>

Please feel free to contact us if you have any questions or require any support with creating your Caremonkey profile. You can also visit the CareMonkey website for more information: www.caremonkey.com and we have created a page on our website to give you further information on how we will be using this system. <https://www.shoreham-academy.org/Parents/CareMonkey>

We appreciate your assistance with setting up this new system and we hope this makes life easier for all parties concerned with your child's welfare while they are in our care. Initially we will concentrate on getting medical and care information setup, we will then follow this in October with updating certain consents and the system will be used for trip consents after half term.

Yours sincerely,



Jim Coupe
Principal

