Heathland Whitefriars Federation

Heathland School
Eastcote Lane, Harrow HA2 9AG
Phone: 020 8422 4503
Email: office@heathland.harrow.sch.uk
Website: www.heathlandschool.net
Headteacher: Miss F R Hopkins

Whitefriars School
Whitefriars Avenue, Harrow HA3 5RQ
Phone: 020 8427 2080
Email: office@whitefriars.harrow.sch.uk
Websites: www.whitefriarsschool.net / www.whitefriarssecondary.net
Headteacher: Mr P K Vekaria

19th January 2026

Dear Parents and Carers,

Authorised collectors and contact details

We would be grateful if you could review the information we have recorded on our school data system (Bromcom) to ensure that all details are accurate.

If you are accessing the system via the web, please select the **Data Collection** option from the menu on the left-hand side. If you are using the My Child at School (MCAS) app, please tap the **Data Collection** tile, and follow these steps:

- Click on 'Student details'
- Then 'Other details' to update the information, and save.

Please update any details that may have changed, such as your home address, phone numbers, or any important medical details. It is important that we have **at least two** emergency contacts for your child, please take this opportunity to check and update these.

We also ask that you review and update the section listing anyone who is **authorised to collect** your child at the end of the school day. This should include all individuals aged 16 or over who have your permission to collect them. Please include yourself and anyone else who has parental responsibility. **If you are not on a child's authorised collectors list, you will not be able to collect them; this is part of our Safeguarding Policy.**

Please note that you will be asked to read and accept the Home School Agreement as part of this process.

Over the coming days, the office will be checking these submissions regularly, please allow 24 hours before checking back to see if your changes have been updated.

Thank you for helping us keep our records accurate and up to date. Your cooperation ensures we can maintain a safe and secure environment for all children.

Thank you for your support.

Kind regards,

Miss F Hopkins
Headteacher

Heathland Whitefriars Federation, a charitable company limited by guarantee registered in England and Wales, company number 09066965.
Registered office address: Heathland School, Eastcote Lane, Harrow HA2 9AG