



Chiswick House School
Antonio Schembri Street, Kappara. SGN 4233
21374396/7

www.smc.edu.mt info@smc.edu.mt

St Martin's College
Swatar Road, Swatar. MSD2244
21345170



Dear Parents,

To ensure that all our records are up-to-date, we are currently running a personal data update for Chiswick House School and St Martin's College. You are kindly requested to help out in this exercise by verifying or amending your personal data and/or adding any missing information you may have.

We are also offering you the opportunity to update this data online through the school website (www.smc.edu.mt, following the link 'Data Update'). To update your data on-line, you will need to enter the UPN number and the Admission number available at the footer of the attached form for identification purposes. Through the on-line system, you do not need to re-enter all your information but you should enter only the missing information, any necessary amendments, the consent section and some other fields highlighted in red.

An important feature of this exercise is the collection of your e-mail address. School correspondence including newsletters and notices shall be delivered by e-mail with effect from May 2009. This will enable the school to communicate with you in a more efficient way. The system is already in place at a number of schools internationally, and was successfully introduced to St Martin's College at Sixth Form level two years ago, where our experience has been that electronic communication has allowed for a much richer parent-school dialogue. Should you currently not have an e-mail address please note that there are several free versions available on the web. Our IT administrator, Mr Jason Cutajar, will be happy to advise you if so required.

The Parents/Guardian sections are labelled Parent/Guardian 1 and Parent/Guardian 2. Although, under law, both parents share equal responsibilities and obligations unless a court order states otherwise, Parent/Guardian 1 is the first contact point for the school, whether it is for emergency notification or for billing purposes.

It is also important that you supply the National ID card number of the student. As most students are not yet eligible for an ID card, the National ID card number may be obtained from a public registry birth certificate. You are kindly instructed to include this number if it is missing. In the case of non-Maltese parents, please enter your Passport number if you are not in possession of a Maltese ID card. Also, non-Maltese parents should enter their income tax number for tax rebate purposes.

Overleaf you will find a sample form which will help you in filling in this data update correctly.

Finally, attached you will also find a Confirmation of Attendance which you are to fill in, sign and return or you may use the on-line system for this form too.

Please return the completed and duly signed copies by not later than Thursday 26th March 2009, or complete the on-line update by the same date. Unless you are using the online system, you will need to return both the Data Update sheet and Confirmation of Attendance Form to the Class Teacher/Form tutor. Should you have any queries in filling in the attached forms you are kindly asked to contact Ms Sharon King by e-mail at sharonking@chs.edu.mt, by phone on 21374396/7. Alternatively you may submit your queries through the website at www.smc.edu.mt and follow the link 'Data Update Exercise'.

Many thanks for your constant support and cooperation.

Patrick Tabone
Principal Designate