8 April 2022

Dear Parent or Carer

**Setting up your Family Account in Xello (Careers platform)**

In order for the school to set up your Family Account (linked to your child’s account) in Xello, we require your permission to share the following information with [Cascaid](https://cascaid.co.uk/):

* Your First Name
* Your Last Name
* Your Email address
* Student ID (to link your accounts)

#### You can access Cascaid’s Privacy Policy [here](https://cascaid.co.uk/privacy-policy/).

If you agree to the above personal data being shared with Cascaid, please complete the permission slip below and return to Student Services **by Friday 29 April** 2022.

*If no agreement is received, we will not set up a Family Account for you.*

Once a Xello Family Account has been created for you, you will receive an email from Cascaid. The email will include a link to activate your Family account within 7 days of receiving it. You only need to set a password to [get started](https://help.xello.co.uk/en-GB/Content/Get-Started/Xello-Families/GS_Families.htm).

I do hope you will enjoy exploring the wide world of careers with your child(ren).

Yours sincerely,

Angela Hahn

Careers Co-ordinator

**Permission to create a Family Account in Xello**

**Please return to Miss Hahn via Student Services by Friday 29 April 2022**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name) give Cascaid permission to access my personal data to create a Family Account in Xello

Signed…………………………………….…………………… Date……………………………………