

13th December 2024

Dear Parent/Carer

All the children in school will be bringing home two envelopes which contain the data that we currently hold on our Management Information System, Arbor. We are aware that some of this data may not be correct and we are therefore doing a full review to ensure we hold the correct information for families.

There will be an envelope for contact 1 and contact 2 named on Arbor. Please ensure that envelopes are passed to the correct person so that the data can be checked and amended if required.

If there are any amendments needed, please write on the sheet and return to school as soon as possible. As you know, there is the facility to update your details directly on the Arbor app and this feature will continue following this review.

If your data sheet is not returned, the data we currently hold will not be amended and it will be your responsibility to make future amendments on the Arbor app.

Thank you for your assistance in ensuring the data we hold is correct.

Kind regards

Saltergate Admin Team