





Penshurst Primary School

Winthorpe Road, First Lane Hessle, East Riding of Yorkshire HU13 9EX

Hessle High School & Sixth Form College

Tranby House, Heads Lane Hessle, East Riding of Yorkshire HU13 0JQ

Tel: 01482 648604 Email: office@hessleacademy.com Website: www.thehessleacademy.co.uk

Dear Parent/Carer

We have noticed that you have not updated the details we hold for you and your child/ren on our Management Information System this year.

It is of paramount importance that the information we store about your child/ren is accurate and up to date, especially in the event of emergency situations. You can check the information we hold by logging in to your Arbor parent account.

You can amend any information held, and add any information you would like us to be aware of, such as; siblings in school, medical changes, permissions etc. Please see image below to assist you.

If you have not yet activated your account, the Arbor parent portal can be downloaded as an App or used via a website browser <u>Getting started - Log into Arbor.</u> Your username is the email address to which we have sent this email. To enable the process to be completed and to finish creating your account, a password will be required. Please go to https://login.arbor.sc and click **Forgot your password** – this will finish setting up your account.

To download the App from either Playstore on android phones or Apple store on iPhones search for Arbor. If you are having difficulty in accessing your account via App or browser, please contact us.

There are a few questions we would like to ask you, which cannot be automated through the parent portal. Therefore, additionally we would like you to click <u>here</u> to complete the addition questions and submit to us as soon as possible, but certainly before the end of half term, Friday 9 February 2024.

We have pleasure in pointing you in the direction of our privacy notices <u>here.</u> These provide detailed information about what data is collected, how we use your data and who we disclose it to.

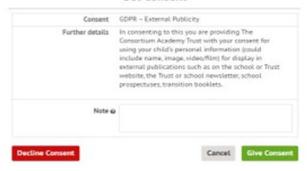
Thank you for your continued trust and partnership.

Yours faithfully

Mr V Groak Headteacher Just to clarify, on the app (and portal) there is a button that parents can select:

When selected it shows the parents a full page of the student details. Notices show first and will alert the parents if consents or information such as transportation method needs adding. When they click on a consent, it shows them the description of the consent. Screenshot below of the GDPR External Publicity consent:

Set Consent



Below Notices is Student Details showing Name, Sex, DOB, Ethnicity, Religion, Language, Service Child (all are editable except DOB and service child).

Then Student Contact details (address) Family, Guardians & Contacts Mode of Travel to School Meal Preference & Dietary requirements Previous schools (this can be switched off in app settings) Medical Consents

Add Another Previous School

On the right hand side there is a button where parents can add the following details: Add Allergy Add Another Spoken Language Add Guardian/Contact Add Immunization Add Mode Of Travel Add Medical Condition