



THE CONSORTIUM  
ACADEMY TRUST

19 January 2024  
**Primary - All Parents**



**THE  
HESSLE  
ACADEMY**

**Penshurst Primary School**  
Winthorpe Road, First Lane  
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HU13 9EX

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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 [Getting started - Log into Arbor](#). 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 [here](#) 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 [here](#). 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:

View Student Profile

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**

Consent	GDPR - External Publicity
Further details	In consenting to this you are providing The Consortium Academy Trust with your consent for using your child's personal information (could include name, image, video/film) for display in external publications such as on the school or Trust website, the Trust or school newsletter, school prospectuses, transition booklets.
Note	<input type="text"/>

[Decline Consent](#) [Cancel](#) [Give 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**

On the right hand side there is a

Add Information

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
Add Another Previous School