

16 September 2025 Academy – All Parents



## **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

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## Dear parent / carer

As part of our annual data collection, we would appreciate a few minutes of your time to review the details we hold for you and your child/ren on our Management Information System.

The information we hold can be checked by logging into the Arbor parent portal. 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 etc. Please see image below to assist you.

There are also a few questions that we would like to ask you which cannot be automated through the parent portal. Therefore, additionally, we would be grateful if you could please complete the additional questions <u>here</u> and submit to us by **12:30pm on Tuesday 30 September 2025.** 

We also have pleasure if 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.

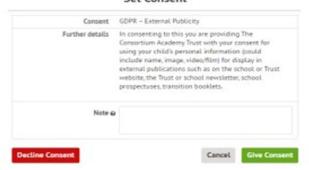
Kind regards

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



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