

Dear Parent/Carer

In order to comply with the Data Protection Act 1998, you are entitled to check that the information that we have collected and hold on computer is correct. As it is necessary to up-date these records from time to time please check the information on the form, making any necessary alterations and filling in any blanks. **Addresses** must be provided for **all contacts** and wherever possible **at least two emergency contacts** provided. Please also include any medical conditions for your child of which the school should be aware.

To comply with the Children Act 1989 we need to be able to offer **all parents** information about their children's education *even if they do not live with the child or have restricted access etc.* Please complete the names and addresses of **all persons who are parents, or have parental responsibility (i.e. either through legal adoption or custody order)** - use the second section on the form to record this information if not already included.

Parent Portal & App (Arbor)



The Parent Portal and Arbor App let parents register their child for a club or visit, book parents evening slots, and manage payments all from their phone or computer. Parents can also check in on their child's attendance, behaviour and progress.

Downloading the Arbor App

The Arbor App is the mobile version of our Parent Portal, for use on mobile devices such as smartphones and tablets.

- [Download Arbor – Google Play Store](#)
- [Download Arbor - iOS App Store](#)

Accessing Parent Portal

Parents can log into the Parent Portal by going to login.arbor.sc and inputting your username and password.

Username – This is your email address we have on your child's file for you.

Password – Click **Forgot your password?** to set your password and finish setting up your account.

Using Parent Portal and the Arbor App

The following articles will help parents get started with using the Parent Portal and Arbor App:

- [Getting started - Log into the Parent Portal and the Arbor App – Arbor Help Centre \(arbor-education.com\)](#)
- [A quick introduction to Arbor for guardians and parents – Arbor Help Centre \(arbor-education.com\)](#)
- [Seeing and updating my child's information on the Parent Portal or Arbor App – Arbor Help Centre \(arbor-education.com\)](#)
- [Troubleshooting login issues - why can't I log in to my school's Parent Portal or Arbor App? – Arbor Help Centre \(arbor-education.com\)](#)

Are you still having issues login on?

If, having followed the 'Accessing' steps and links above you are still having trouble login in to the Arbor App/Portal, please complete the online 'Arbor Login Issues' form by clicking on either the below link or QR code, so that we can investigate further.

<https://forms.office.com/e/btp0urTFsh>

or



To Be Actioned and/or Returned

- **Data Collection Sheet – Paper copy - Your child will be bringing this home with them in September.**

The Data Collection sheet to be **checked, signed and dated** at the bottom and **returned** to school **as soon as possible**. Please note, mobile telephone numbers are required as contact details in case of an emergency.

- **Photographic Consent - Online via link provided here:**
<https://forms.office.com/e/VSyB2juwQ1> or



Education is a high-profile area and, as a result, schools attract considerable media interest. Ryecroft CE Middle School is understandably keen to satisfy this interest by publicising the achievements of all members of the school community. In compliance with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child for non-educational purposes. Please read the Conditions of Use statement and then click on the link or QR code above and then answer the questions **as soon as possible**.

- **Asthma, Allergies & Medical Conditions – Online via link provided here:**
<https://forms.office.com/e/K9CnbZhyJj> or



Your child's health is very important to us here at Ryecroft so with that in mind, we would be grateful if you could click on the link or QR code above and complete the asthma, allergies and medical form on behalf of your child. The information provided will be kept in your child's record folder for any future reference. Please inform us **as soon as possible** of any changes to medical conditions so that our records can be updated.

- **Privacy Notice & Pupil Premium/Free School Meal Letter – Attached to this email**

Please read the attached letters, action if required, and keep for your records.

If you require any assistance with completion of any of the paperwork, please do not hesitate to speak to a member of our office. Our team work incredibly hard to make sure we have the most accurate and up to date information on every child. To help with this I would be grateful for your cooperation with completing and returning all forms by the deadlines shared above.

Yours sincerely,



Mrs A Grattage
Executive Headteacher