



Courthill Infant School

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Headteacher: Mrs Alison Carter



26th March 2026

Dear Parents / Carers

As you are aware, Courthill uses a Management Information System called Arbor. It includes information you provided in the admissions form you completed when your child joined our school (eg pupil details, emergency contact details, medical conditions etc). We also use Arbor to record information about attendance and other data necessary to safeguard pupils, and provide the best education for them.

To comply with GDPR and keep parental consents and permissions up-to-date, we will be reissuing consents and permissions annually via the Arbor Parent Portal. Please log-in to Arbor, and find the new list of consents and permissions, labelled '2026' in front of each title. Please resubmit your responses asap to ensure the data we hold is still relevant.

You should already have log-in details for the Arbor Parent Portal, which you can access via a webpage or the Arbor app. If you require your log in details to be sent to you again, please contact the school office.

We encourage all parents to regularly log-in to the Parent Portal to check the data we hold is accurate. If anything has changed (for example, new address or new mobile number) you can update this via the Parent Portal.

If you have any queries about this letter or Arbor, please speak to the school office team.

Thank you for your support.

Mrs Carter, Headteacher

