



Registered Address: Canford Heath Infant School, Learoyd Road, Poole, BH17 8PJ
Telephone: 01202 380015 Email: contact@teachpoole.com
Company Number: 09484306

12th September 2025

Dear Parent / Carer

Data collection

Every year it is a statutory and safeguarding requirement for schools to carry out a data collection exercise. We need to ensure that addresses and contact details for any persons who hold parental responsibility are up to date, contact details of emergency contacts for your child are up to date, all consents have been given, and the record of any medical needs or conditions your child may have, are accurate.

To enable this, we are asking parents to complete a data collection review via Arbor. Please log on to your child's Arbor portal and check all of these details are correct. If you are new to the school, it is especially important for you to check and complete any outstanding consents and contact details. You will have recently received an invitation to use Arbor as part of the enrolment process. If you have not received your invite, please contact the school office.

If you are not new to the school and have used the portal previously, please log on to the portal and check the details we hold are correct. Please note however, while we are asking you to check the data we hold at this time, this process can be completed at any future date, to notify us of changes to contact details or new medical conditions. Please can you check and update your details accordingly by **Wednesday 1st October**. Please click on this link to confirm you have checked your child's personal data and consents <https://forms.office.com/e/EA1by184XE>.

We understand - as with all new processes and systems - it is not always possible to capture absolutely everything from the onset, therefore, if you do have any questions regarding the data collection exercise, or problems with the Arbor portal, please do not hesitate to contact the school office, who will gladly provide the assistance you require.

Yours faithfully

Mrs Sara Easton
Trust Admin Manager
Teach Trust Poole



Trust Excellence Aspiration Collaboration Honesty

TEACH Trust Poole



Canford Heath Infant School

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Canford Heath Junior School

canford_heath_junior_school

Ad Astra Infant School

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Haymoor Junior School

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