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

14th September 2026

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.

In addition to this, BCP council have asked that we collect the mode of transport data for pupils' coming to and from school, so please can you also complete this data in Arbor. Please be assured, we will only be providing BCP Council with an overall figure for each different mode of transport recorded, and that no personal data will be shared.

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 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 **Thursday 1st October**. Please click on this link to confirm you have checked your child's personal data and consents. Data Collection 2026 – Fill out form

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