



JD01AT

22 March 2024

Dear Parents/Carers

### Student Data Check

We are in the process of completing our annual student data checks, where all parents/carers **must** check that we hold the most up-to-date details on the Arbor Parent Portal or Parent App for your child/ward, including their emergency contact details.

Occasionally unexpected or emergency situations do occur, and it is essential for us to be able to contact parents or, if they are unavailable, another responsible adult during school hours. It is important to note that:

- It is a legal requirement for us to keep a record of the name and address of every person known to be a parent and guardian of a pupil.
- We require full names (forename and surname), relationship to pupil and priority order in which they should be contacted.
- Both landline and mobile numbers should be provided where possible.
- It is essential that the 'Parent Responsibility' status is correct for all contacts.

Please note that only the following have the right to claim Parental Responsibility: birth mother, married birth father, unmarried birth father who is registered on the child's birth certificate, adults with a legally granted Parental Responsibility Agreement, Parental Responsibility Order, Residence Order, Adoption Order, Emergency Protection Order, Special Guardianship Order, Care Order or Placement Order.

If any information requires amendment, or there are other details about your child that you believe are relevant for us to know please record them on the Arbor Parent Portal or Parent App, then complete the Microsoft form linked below to inform us that you have completed this check, even if there are no amendments, by Thursday 28 March.

<https://forms.office.com/e/909ShYeWkz>.

If you have any queries regarding the contents of this letter or need any clarification, please contact [jdiamond@wkgs.net](mailto:jdiamond@wkgs.net).

A data collection check will be completed each academic year; if any information should change during the year, please update it via the Arbor Parent Portal or by contacting the school office at any time.

Yours sincerely

**Mrs J Diamond**  
Data Manager