HOLLYWELL
PRIMARY SCHOOL

Hollywell Primary School
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Head Teacher: Mrs Elizabeth Ellis

East Midlands Education Trust

1st October 2026

Online Data Collection Update Requirement 2026



Dear Parents/carers

Each year we ask that you check and update your child's records on our database system 'Arbor'.

This ensures that we have the most up to date information for:

- **Contacts/collection**
- **Medical records**
- **Consents**

You have been sent a link via email today, which will give you instructions how to log on to the website. A parent app is also available to download (we will also use Arbor to book Parent Meetings). **Please note that your email may be found in your email 'junk' box if you don't see it in your 'inbox.'**

Once you have logged in, please update any information, and confirm your consents. You won't have access to view or change other adults' details, but this can be done by contacting the school office. We will be alerted of any updates that you make.

Once the link has been sent out, it is your responsibility to keep the details updated, changes can be made at any time by yourselves throughout the year.

If you have any problems logging in, contact the school office and we will endeavour to help you.

Yours sincerely
The School Office Team