



**HOLLYWELL  
PRIMARY SCHOOL**

**Hollywell Primary School**  
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Head Teacher: Mrs Elizabeth Ellis



3<sup>rd</sup> October 2025

## Online Data Collection Update Requirement 2025



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 will be 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 be increasing our use with Arbor in the future). **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*

