

BISHOP



RAMSEY

Church of England School
Executive Head and CEO: Dr Hilary Macaulay

13th October 2022

Dear Parent/Carer,

Data Checking

Each year we ask you to check that information we hold on the school's management system relating to your son/daughter is correct. It is the responsibility of the parent/carer to ensure that all information is accurate in case we need to contact you in an emergency.

We would therefore be grateful if you would log into the Arbor Parent Portal and select 'View Student Profile' by Tuesday 1st November 2022 and check that the data we hold on your child is accurate. If there are any amendments/updates which need to be made, please select the relevant section to edit or select 'Add Information' to add the additional information. Please note that we do not record student mobile phone numbers and any requests for this will be rejected.

Due to data protection, you are only able to view your own contact details. Each parent/carer will need to log in individually, to check their own contact information is accurate.

It is also necessary for us to have up to date medical details including the name and address of your child's GP. Please add/update any medical information. You will only be able to view your son/daughter's medical information up to the deadline date above. After this date, please email any updates to our Welfare Officer at medical@bishopramsey.school

If you are having difficulties accessing the Parent Portal, please email Miss Hayward at parentportal@bishopramsey.school outlining the problem.

Thank you for your assistance with this important task.

Yours sincerely,

Mrs K Lovewell
Assistant Headteacher

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