12 July 2023
All Parents

THE HESSLE ACADEMY

Penshurst Primary School
Winthorpe Road, First Lane,
Hessle, East Yorkshire HU13 9EX
Tel: 01482 648808
Email: ppsoffice@hessleacademy.com

**Hessle High School
& Sixth Form College**
Tranby House, Heads Lane,
Hessle, East Yorkshire HU13 OJQ
Tel: 01482 648604
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Website: www.thehessleacademy.co.uk

Dear Parent/Carer

As part of our annual data collection, we would appreciate a few minutes of your time to review the details we hold for you and your child/ren on our Management Information System.

The information we hold can be checked by logging in to the Arbor parent portal. You are able to amend any information held and add any information you would like us to be aware of, such as; siblings in school, medical changes etc. Please see image overleaf to assist you.

There are a few questions we would like to ask you, which cannot be automated through the parent portal. Therefore, additionally we would like you to click here to complete the addition questions and submit to us as soon as possible, but certainly before the 1 September 2023.

We also have pleasure in pointing you in the direction of our privacy notices here. These provide detailed information about what data is collected, how we use your data and who we disclose it to.

Thank you for your continued trust and partnership.

Yours faithfully

Mr V Groak
Headteacher

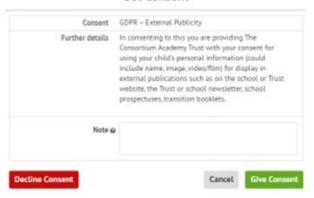Just to clarify, on the app (and portal) there is a button that parents can select: **View Student Profile**

When selected it shows the parents a full page of the student details. **Notices** show first and will alert the parents if consents or information such as transportation method needs adding. When they click on a consent, it shows them the description of the consent. Screenshot below of the GDPR External Publicity consent:

Set Consent

Consent	GDPR – External Publicity
Further details	In consenting to this you are providing The Consortium Academy Trust with your consent for using your child's personal information (could include name, image, video/film) for display in external publications such as on the school or Trust website, the Trust or school newsletter, school prospectuses, transition booklets.
Note @	

Decline Consent   Cancel   **Give Consent**

Below Notices is **Student Details** showing Name, Sex, DOB, Ethnicity, Religion, Language, Service Child (all are editable except DOB and service child).

Then **Student Contact details** (address)
Family, Guardians & Contacts
Mode of Travel to School
Meal Preference & Dietary requirements
Previous schools (this can be switched off in app settings)
Medical
Consents

On the right hand side there is a **Add Information ▼** button where parents can add the following details:

Add Allergy

Add Another Spoken Language

Add Guardian/Contact

Add Immunization

Add Mode Of Travel

Add Medical Condition

Add Another Previous School