Ordsall Primary School

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Play, Learn and Grow...Together!

Monday 7th September 2026

Dear Parents and Carers,

Educational Visits – Checking Your Child's Information on Arbor

As we prepare for the school trips and visits taking place throughout the 2026/27 academic year, we are asking all parents and carers to check that the information we hold about their child on Arbor is complete and up to date.

When children take part in an educational visit, staff need to have access to important information to help us keep them safe and respond appropriately should they become unwell or require support while away from school.

Please log in to your child's Arbor account and check that the information held by school is correct and up to date. In particular, please ensure that we have details of:

- any medical conditions or health needs that staff need to be aware of;
- any allergies, including allergies to medication;
- any medication your child takes;
- any special dietary requirements;
- any additional information which may be relevant when your child is away from school;
- your current home address and contact telephone numbers; and
- at least one additional emergency contact, with an up-to-date telephone number.

If any of this information is missing from your child's Arbor profile, or the information we currently hold is incorrect, please contact the school office so that our records can be updated.

The information held on Arbor will be used to provide staff leading and supporting school trips with the relevant pupil and emergency information they need throughout the year. It is therefore particularly important that you let us know promptly if your child's medical needs, medication, dietary requirements or contact details change at any point during the year.

You will, of course, continue to receive information about individual trips and visits, including any specific arrangements and consent requirements.

Thank you for taking the time to check your child's details and for helping us to ensure that the information available to staff is accurate and up to date.

Kind regards,

Karl Hopkinson

Headteacher