

Padnell Infant School

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Headteacher: Mrs Paula Young BA Hons



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11th September 2026

Dear Parent/Carer,

Keeping Records up to date

This is the time of year when we have to get all of our paperwork in order and renewed so we appreciate your attention to the list below.

Annual Update Request – Please Check Your Child’s Details on Arbor

Each year, we kindly ask parents and carers to review the information we hold for their child to ensure everything is accurate and up to date. This includes:

- Home address
- Emergency contacts
- Email addresses
- Telephone numbers

If you believe any of these details may have changed, please update them via the **Arbor Parent Portal** by **Friday 18th September**.

Consents

You previously signed permission forms to include animal handling, in school photos, local trips etc. If you would like to review these and make any changes, please email us.

We are aware that Year R parents have recently completed this process, but we understand that things can change quickly, and it’s important we have the most current information on file.

Medical Conditions

In addition to checking your contact details, we ask that you also review the medical information we hold for your child. If any updates are needed, please make the necessary changes via the Arbor Parent Portal.

Any updates you make will be flagged to the school office. If appropriate, we will send you a new Individual Healthcare Plan to complete or discuss further.

If there is anything specific you would like to talk through regarding your child’s health or medical needs, please don’t hesitate to contact the school office directly. We’re here to help and ensure your child receives the support they need.

Change of Circumstances

Finally, if at any time throughout the year your family or working circumstances change (i.e. redundancy, separation), please let us know so we can check your eligibility for additional funding which will help us support your child further.

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Complaints Guidance

We sincerely hope you and your child are happy here at Padnell, and if you did have a query, concern or complaint you would speak to us in the first instance, however we are obliged to inform you of the procedures you would need to follow should you have any cause for complaint. These can be found on our website: [Complaints Procedure](#)

Communications

As much as possible all letters are sent by email, and sent with our Padnell Post on a Friday afternoon. Please ensure you read this weekly communication. Copies of all letters are added to our website: [Letters Home](#)

Privacy Notice

In accordance with our commitment to transparency and data protection, we are required to draw your attention to our Privacy Notice on an annual basis. This document outlines how we collect, use, and safeguard personal information within our school community.

You can access the most up-to-date version of our Privacy Notice on our [website](#).

Thank you for your support in helping us keep our records accurate and up to date.

Yours sincerely,



Mrs Young
Headteacher

Our Padnell promise to be a: **G**iving citizen
Resilient learner
Original thinker
Wise worker