

8<sup>th</sup> June 2026

Dear Parent/Carer

We are excited to announce that Ludlow Church of England School will be moving our Management Information System (MIS) to a new system called Arbor from the 1st of September 2026.

Adopting Arbor will allow us to communicate with you more efficiently and bring all core school data and workflows into one system.

Over the next few weeks further information will be given to you regarding the new Arbor Portal and Parent App.

We have sent an InTouch email message to all parents today to confirm the email address we currently have on record.

To ensure we can share important information with you about your child, it is essential that we hold a valid personal email address for at least one parent/carer within our Management Information System.

If you have not received the email message, (please do check your junk/spam folders) please reply to this letter by completing and returning the tear-off slip below to the school with the email address you would like us to use going forward.

Thank you for your support as we make this transition.

Yours Sincerely



Dr J Dale

✂ -----

**Please complete and return to School Reception by Friday 26<sup>th</sup> June 2026**

Student's name:		Tutor Group:	
Parent/Carer name:			
Parent/Carer email:			