

21 January 2026

Dear Parents / Carers,

New System for Parental Engagement

We are writing to you regarding an important update as to how we store and manage staff, student and family data in school.

All schools use a Management Information System (MIS) to organise this information such as retaining contact details, timetables, reports etc. and it is a complicated business.

As with all computer systems, modern developments have seen significant improvements in how these systems operate, and we (working with our 9 partner schools and Minerva Learning Trust) have made the decision to introduce a new MIS in Easter 2026.

Our new MIS (Arbor) will help staff access information more efficiently and will also reduce the number of different apps students and families must use both in our school and across our Trust, making communication with school quicker and easier. Ultimately, Arbor will replace apps currently used by families for reporting absence, receiving reports, providing trip permissions and making payments for lunch money or school trips. All these functions will be covered in one parent app.

The introduction of our new MIS will be a major change and will require all staff to receive training on the new system.

Therefore, there will be an exceptional additional **INSET day** on **Friday 6 March 2026** when this training will take place, and when school will be closed to students.

We will write to you again with further updates about the introduction of our new MIS, and any actions students and families may have to take e.g. downloading the new parental app.

Yours sincerely



Mr D Williams
Headteacher