

# Colmers Farm Primary School

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Senior Head Teacher: Mr Williams  
Head of School: Mrs Young  
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21<sup>st</sup> October 2024

Dear Parents / Carers,

## Data Collection – 2024/2025

It is at this time of the year that we ask all parents to do a Data Collection check for their child. Previously we have sent out paper copies for parents / carers to check and return to us but to reduce our carbon footprint we are asking all parents to log into their Arbor account and check that the details we hold for your child are correct and up to date,

If you spot an error, you can either amend this via Arbor or alternatively you can email this request into the school office via [enquiry@colmersfarm.excelsiormat.org](mailto:enquiry@colmersfarm.excelsiormat.org). We cannot take changes over the phone – we must have this request in writing or via email.

It is very important that all emergency contact numbers and details are up to date should we ever need to get hold of anyone. We also ask that you check and update your consent permissions which again can be done via Arbor.

If you have any queries, please feel free to contact the school office on 0121 716 0444. Thank you as always for your continued support.

Yours sincerely,

**Mrs Young**  
Head of School



SCHOOL MEMBER