

September 2025

Dear Parent/Carer

Following our move to a new information recording platform, Arbor, part way through the last school year, it was not possible to collect parental consents for important school functions in the way we would normally do during your child's admission to Year 7.

As a result of this, we have had to set up Arbor profiles for Year 7 students in such a way that we have assumed your parental consent in these important areas. However, other than your child's process of admission to school (which you implicitly accept in choosing Appleton Academy), we have not been processing data in any significant way, meaning that yours and your child's data rights have not been affected. Now that the academic year begins in earnest and students have begun settling into school, this will change and we will do more things in and out of school that will require data processing, or for which we would like to confirm your consent.

To make this process as simple as possible and refrain from creating too much 'admin' for parents and carers, we will continue to assume we have your consent for these important functions – things like school photography, trips & visits, IT access and so forth. However, to give you the option to withdraw or change your consent if you wish to, we will make the student consent section visible to parents and carers on Arbor from Monday 15 September 2025.

If you DO NOT consent to any of the processes or items listed on Arbor once this goes live next week, you may change the consent status via your Arbor app/portal. Please be aware that, due to the vital nature of some of those functions for which we have assumed consent, and to ensure we can provide the best possible education and school experience for your child, we may contact you to discuss your decisions if necessary.

If you are happy for the school to continue to assume your consent for these processes, you do not need to do anything. However, you can amend these consents at a later time, via Arbor, should you wish to do so.

We would like to thank parents and carers for your understanding and cooperation in this matter. If you have any questions, please email these to [info@appletonacademy.co.uk](mailto:info@appletonacademy.co.uk) in the first instance and a member of staff will be in touch to discuss these.

Yours faithfully

Mrs R Garlick  
Head of Secondary