



Archibald First School
Archibald Street
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Headteacher Mrs R Turner

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October 2026

Important update: Moving to our new school management system, Arbor

Dear Parents and Carers,

We are writing to inform you that Archibald First School is migrating to a new Management Information System (MIS) called Arbor, replacing our current system, SIMS, on Friday 23rd October. This is the system that is used to manage the information we hold on you and your child/children that attend our school.

Why are we changing systems?

Arbor is a secure, cloud-based platform that will help us manage school information more efficiently. It will improve how we track attendance, manage student records, and streamline communication between home and school.

The move to Arbor MIS will, over time, introduce exciting new features for parents/carers. These include improved communication links with the school and a secure online Parent/Carer portal, providing easier access to your child's information. We believe these enhancements will significantly benefit our school community.

Parent Pay and Teachers2Parents will be phased out so that everything is as centralised/streamlined as possible.

This change has been carefully considered, with data protection and cybersecurity at the forefront of our decision-making process, and we want to reassure you that your personal data will remain safe and secure. Therefore, as part of this transition, we are updating you on how your personal data is handled in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

How does this affect your data?

We want to assure you that this change has been carefully considered, with data protection and cybersecurity at the forefront of our decision-making process, and we want to reassure you that your personal data will remain safe and secure.

Your personal data—and your child's data—is already securely stored within SIMS. This existing data will be safely transferred to Arbor.

- No new data is being collected as part of this switch.
- Data categories remain the same, including names, contact details, attendance records, and medical information.

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- Arbor is fully GDPR-compliant and utilises robust encryption and security measures to protect all information.

Our legal basis for processing

Under GDPR, the school processes this data under the legal basis of Public Task and Legal Obligation. We require this information to safely run the school, deliver education, and fulfil our statutory duties.

What happens next?

You do not need to take any action regarding the data migration itself.

During the transition period, we do not anticipate any disruption to normal school operations. However, we appreciate your patience and understanding as our staff become familiar with the new system. We will do our best to minimise any disruption and inconvenience. We will keep you updated on the progress of the transition and inform you of any new parent/guardian features as they become available.

Following the migration and after giving staff time to acclimatise to Arbor, we will launch the Arbor Parent Portal and App. This will become your primary tool for school communication, tracking attendance, and updating your details. We will keep you fully informed with instructions on how to download the app and log in closer to the launch date.

Our updated Privacy Notice is available on the school website [here](#). If you have any questions regarding how your data is processed, please contact our Data Protection Officer Veritau via the information below or Carolyn Jones (SPOC)

Thank you for your cooperation and patience during this transition.

Yours sincerely,
Rebecca Turner
Headteacher

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