



Principal: Mr. N. Glover

Thursday 1st October 2026

Updating Medical Conditions and Dietary Requirements in Arbor

Dear Parent/ Carer,

We are writing to ask all parents and guardians to review and update their child's medical information and dietary requirements on Arbor. It is important that the school has accurate and up to date information so that we can make appropriate arrangements for your child's health, safety and wellbeing while they are in school.

Please check your child's Arbor record and ensure that you have provided the following details:

- Any Medical conditions, including allergies or conditions that may affect your child during the school day.
- Any food allergies or medically diagnosed food intolerances.
- Any dietary requirements, including those arising from a medical condition or religious obligation.
- Any other relevant health information that the school needs to be aware of.

Food preferences

When updating dietary information with us, please only notify us of intolerances or dietary requirements that are medically or otherwise genuinely necessary. Foods that your child simply dislikes or chooses not to eat will not be recorded as allergies or intolerances. For example, if your child does not like a particular food, this will not be recorded as an allergy or intolerance. This distinction is important because the school uses this information to identify and manage genuine dietary risks and to ensure that appropriate measures are put in place for children who have a medical need.

Please ensure that you update the school office whenever your child's circumstances change.

Keeping our records current also supports the school in meeting its responsibilities under relevant legislation and guidance, including the requirements referred to as 'Benedict's Law', where applicable.

How to update the information

Please log in to your child's Arbor Parent Portal and review your child's details. If any information is missing or no longer accurate, please update it as soon as possible. If you are unable to access Arbor or need assistance updating your child's information, please contact the school office.

We would be grateful if you could complete this review by **Monday 5th October**.

Thank you for your cooperation and for helping us to maintain accurate information to support the safety and wellbeing of our pupils.

Yours sincerely

Mr N Glover
Principal

If you require this letter in another format, please contact the school office.