

February 2026

Dear parent/carer

Emergency Contacts

To ensure that we are able to contact you promptly in the event of an emergency, we kindly ask that you take a few moments to check your child's contact details on the Arbor Parent Portal.

Please log in to Arbor and review the following:

- Your child's primary contact details
- Telephone numbers and email addresses
- Emergency contact information

We ask that you ensure all information is accurate and up to date, and that **each child has a minimum of two emergency contacts listed**. These should be adults who are available during the school day and authorised to be contacted if we are unable to reach a parent/carer.

Keeping this information current is essential for safeguarding and for the smooth running of the school, particularly in the event of illness, accidents, or other urgent situations.

If you experience any difficulties accessing the Arbor Parent Portal or updating your details, please contact the school office for assistance via email to parents@uhs.org.uk.

Thank you for your cooperation and continued support.

Yours sincerely

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