



HITCHIN GIRLS' SCHOOL

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Headteacher: Mr J. E. Crowther



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Dear Parents/Carers,

We are pleased to inform you that over the coming year, Hitchin Girls' School will be upgrading its management information system from SIMs & Go4Schools to **Arbor**. This is an important step forward in improving how the school manages its large quantities of data, while creating smarter processes and providing a clearer, more timely communication platform.

Arbor will offer a range of features that make staying connected with school life easier and more enjoyable, including:

- **A single platform for staying connected with the school** - A modern, user-friendly parent portal and app for quick access to attendance, behaviour, timetables, and progress information.
- **Enhanced communication tools**, helping us keep you updated with messages, documents, and important notices.
- **Simpler online processes** such as booking parents' evenings, updating personal details and making payments for school trips & meals.
- **Faster, more reliable access** from any device, wherever you are.

As part of the transition, over the coming months, we will be asking all parents and carers to complete a **data collection form** to ensure we have the most up-to-date and accurate information for your child as we move to Arbor. This will take around **10 minutes per child** to complete.

We will be gathering this data one year group at a time, as such, if you have children in multiple year groups you will be asked to complete it more than once. We apologise for this duplication, however, it is essential to ensure the data we hold for your child is as accurate as possible. Further instructions will be shared with you when we are ready to collect for your child's year group.

We are excited about the positive impact Arbor will have on our school community and look forward to introducing it to you later in the Summer term. If you have any questions in the meantime, please contact us via email admin@hgs.herts.sch.uk

Yours sincerely,

Andrew Jones
Deputy Headteacher

