



# HITCHIN GIRLS' SCHOOL

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Headteacher: Mr J. E. Crowther



Ref: 097

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Dear Parents/Carers,

Following our recent announcement regarding our move to the Arbor management information system, we are now ready for the next important step — collecting the most up-to-date information for every student. We are starting with pupils in Year 10.

To ensure Arbor works effectively from day one, we need all families to complete a data collection form for their child. This information is essential: having accurate contact details, medical information, and permissions allows us to communicate with you quickly, keep your child safe, and support them in the best possible way.

You can complete the form by clicking this Google Form here: [HGS Data Collection 2025](#)

The form should take around 10 minutes to complete.

We kindly ask that you complete this as soon as possible to assist our staff with this important process. Unfortunately, to ensure we are compliant with our GDPR policies, it is necessary for this to be a fresh collection of data as we are unable to securely provide you with a file allowing you to update the existing data. This is something we intend to change in future years through Arbor.

As a reminder, Arbor will bring significant benefits for families, including:

- A modern, easy-to-use app and parent portal
- Quicker access to attendance, behaviour, timetables, and progress
- Improved communication tools
- Simpler online processes, such as booking parents' evenings and updating your details

Thank you for taking the time to support this important transition. If you have any questions, please contact us via email: [admin@hgs.herts.sch.uk](mailto:admin@hgs.herts.sch.uk)

Yours sincerely,

Andrew Jones  
Deputy Headteacher

