



St Polycarp's Catholic Primary School

Headteacher: Mr. M. E. Peebles BA (Hons) MRes

16th September 2026

Dear Parents and Carers,

Subject: Action Required: Updated Technology & Online Safety Requirements and Parental Consents

As we begin the new academic year, we would like to ask for your support with two important actions.

1. Updated Technology & Online Safety User Requirements

Xavier CET has updated the Technology & Online Safety User Requirements. These requirements apply to all individuals who access or use the school's IT systems and services, helping to ensure that technology is used safely, responsibly and securely across our school community.

We ask all parents to read the updated requirements, which are attached for your reference and will be available in the future on the Xavier CET website. We will be working with the children to ensure that they understand them in an age-appropriate way and would encourage you to talk through the requirements with your child at home.

We recognise that technology is evolving rapidly, particularly in relation to Artificial Intelligence (AI). When referring to AI, we do not mean only generative AI tools such as Microsoft Copilot or image generators. AI encompasses a wide range of technologies, many of which are already embedded within educational software and digital services used every day. These technologies may be used to personalise learning experiences, provide feedback, improve accessibility and support safeguarding. As AI continues to develop, the Trust remains committed to ensuring that its use is educationally beneficial, ethically sound, secure and appropriately managed. We will not allow any primary age children direct user access to generative AI within our school IT systems. For more information on how we are managing the use of AI within our school, please refer to the [Xavier AI Policy](#).

2. Review and Update Consents in Arbor by 30th September 2026

We are also asking all parents and carers to log in to **Arbor** and review their child's consent preferences for this academic year (click to *View Student Profile* and then scroll to the bottom of the page). As part of this year's review, we have updated our **photo and video consent options** to provide families with greater control over how images of their child may be used.



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The new consent categories are:

- **XCET Photo and Film – Taking Photos/Videos**

Permission for the school to take photographs and video recordings of your child during school activities for educational, pastoral and safeguarding purposes. For example, this may include evidencing student progress, storing securely on Arbor so that all staff can identify children etc.

- **XCET Photo and Film – Internal School/Trust Use**

Permission for photographs and videos of your child to be used within the School and Trust community, in both printed and digital formats, such as displays, newsletters, lesson materials, sharing student photos from school events securely with families, and internal communications.

- **XCET Photo and Film – External Publicity & Media**

Permission for photographs of your child to be used in external publicity materials and shared with external media, including school and Trust websites, prospectuses, virtual tours and local press.

As of September 2026 we will no longer be publishing identifiable images of primary age children on social media channels; it is for this reason that we are not explicitly asking for consent to publish images of your child on social media.

In addition to these updated photo and video permissions, there are several other annual consents that we ask all parents and carers to review to ensure our records remain accurate and up to date – more details of these are available on Arbor.

3. Review and update parent contact details in Arbor by 30th September 2026

4. Review and update medical information in Arbor by 30th September 2026

5. Review and update any allergies in Arbor by 30th September 2026



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We would be grateful if you could complete this review and update any relevant data and consents in Arbor as soon as possible.

Thank you for your cooperation and continued support in helping us maintain accurate records and ensure that we have the appropriate permissions in place for your child.

Kind regards,

Martyn Peebles
Headteacher