

Friday 12<sup>th</sup> May 2023

### **Year 7 Intake 2023 - Pupil Data Collection via Arbor**

Dear Parent(s) and Carer(s),

Our work with our feeder primary schools continues this term to ensure that your child's transition to secondary school is as smooth as possible. We will share further information with you at our Intake Information Evening on Monday 3<sup>rd</sup> July and with the new Year 7s on their Induction Day on Wednesday 5<sup>th</sup> July.

Pupils who are joining us that are not currently in a feeder school will be invited to an additional transition afternoon on *Friday 30th June 2023* as well as the main Year 7 Induction Day. Pupils identified by their primary schools as in need of additional transitional arrangements will be invited to additional afternoons at Hagley Catholic High School, before the main Year 7 Induction Day, which will be held on the afternoons of *Wednesday 14th June 2023, Wednesday 21st June 2023 and Friday 30th June 2023*. Parents and carers that this concerns will be contacted directly regarding these arrangements.

**Arbor Parent Portal** - Hagley Catholic High School uses Arbor and the Arbor Parent Portal to support our communication with parents and carers about their child. Arbor is our school's online management information system. The Arbor Parent Portal which can be accessed via the Arbor App, enables parents and carers to:

- check and update personal data, such as address and emergency contact details.
- provide consent for collecting biometric data (fingerprint) to use the cashless school canteen system and other consents in line with Data Protection Regulations.
- review information on pupil attendance and behaviour, access school reports and book slots for parent/carer consultation evenings.

You will receive an email welcoming you to Arbor at Hagley Catholic High School and asking you to complete the setup of your Arbor Parent account. The first time that you log in you will be asked to provide your child's date of birth as verification. If you currently have a child with us at Hagley Catholic High School and already have access to the Arbor Parent Portal, your child joining us in our new Year 7 Intake should now be visible via your existing log in.

Please note that if you currently have access to the Arbor Parent Portal at one of our Emmaus MAC feeder schools, it will be a different log in to your current school. You will have two Parent Log ins, one for each school. Attached with this email is a 'How to get started' guide to Arbor. If you have any questions or access issues, then please contact our admissions team on [admissions\\_hchs@emmausmac.com](mailto:admissions_hchs@emmausmac.com)

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[www.hagleyrc.worcs.sch.uk](http://www.hagleyrc.worcs.sch.uk)  
Principal: Mr J Hodgson

**Parent & Carer Consents** - When you log in to the Arbor Parent Portal for the first time you will be prompted to complete any consents that are outstanding. The consents that need to be completed via Arbor prior to the induction day include:

Home School Agreement: *This outlines the agreement between yourselves, and the school relating to the education of your child and refers to the policies that you should read and discuss with your child before starting at the school.*

Biometric Consent: *This provides consent to collect your child's fingerprint should they wish to use the school canteen, which operates a cashless system accessed via Parent Pay. Fingerprints will be taken on the first day at school. If we have not received Biometric Consent by this date, this will delay access to the school canteen.*

Data Protection Consents: *These consents relate to your child being photographed whilst at school and identified in such photographs to be used by the school for various purposes.*

If you need further information about any of these consents, or have difficulty in completing these online, they can be accessed via the Hagley Catholic High School website on our Year 6 Transition page at [Hagley Catholic High School - Year 6 Transition \(hagleyrc.worcs.sch.uk\)](https://www.hagleyrc.worcs.sch.uk) as part of the Transition Pack.

**Transportation Information** - You will also be prompted to provide details of the mode of transport for your child. It is important that we have a record of how each child will be travelling to and from school. We therefore ask that you complete the mode of transportation details for your child. If your child will be travelling by train, we ask that you choose a station to/from option. If your child will be travelling with the school's bus service, Thandi Coaches, please select the appropriate school bus (HC2, HC3 or HC4).

Further information regarding transportation for next year, including information about booking bus passes with Thandi coaches, and train passes with WMR will follow in due course.

**Emergency Contacts** - Please take the opportunity to review the emergency contact information provided for primary guardians in the Student Profile and update if required. You may also wish to add additional emergency contacts for your child via Arbor. Any changes to a Student Profile must be reviewed and confirmed by the school. For this reason, changes made may not appear immediately. You will receive notification through Arbor when these changes have been reviewed and confirmed.

**Medical Conditions** - Should your child have a diagnosed medical condition that may require support/treatment at school or requires the use of aids such as EpiPens or Inhalers, please ensure that you have informed the school prior to the induction day via our Student Medical Condition Form <https://forms.office.com/e/42z50mnmvQc> This will enable staff to be appropriately briefed and any further paperwork to be completed.

If you do have any queries prior to the Intake Evening on Monday 3<sup>rd</sup> July, please do not hesitate to contact our admissions team who will forward your request onto the correct staff member. The Admissions Team can be contacted at [admissions\\_hchs@emmausmac.com](mailto:admissions_hchs@emmausmac.com)

We look forward to meeting you all at our Intake Information Evening at 6pm on Wednesday 5<sup>th</sup> July. The pop-up uniform shop will be available 3.00pm-5.30pm in the sports hall and will re-open after the Principal's talk at around 6.45pm.

Please be assured of our prayers for you and your family.

Yours sincerely,



Mr R Miastowski  
Assistant Principal



Mr J Hodgson  
Principal