

24th March 2025

RE: Welcome to Hagley Catholic High School

Dear Parent(s)/Carer(s),

We are delighted that you have chosen Hagley Catholic High School as the secondary school for your child, and we very much look forward to welcoming you to our school community in the coming months. We have been working closely throughout the year with our named feeder primary schools and will continue to do so to ensure the transition to secondary school is as smooth as possible.

We understand that the transition from primary school to secondary school is a big step. To support your son/daughter in this important stage in their life, please make note of some key dates coming up next term.

Intake Information Evening for parent(s)/carer(s) and students will take place on **Monday 30th June** at Hagley Catholic High School with the Principal's talk taking place at **6.00pm**. The event will include a pop-up school uniform shop which will open from 3.00pm - 5.30pm and will re-open after the Principal's talk at approximately 6.45pm. There will also be the opportunity to meet key staff.

This year there will be three **Induction Days** for all students starting at Hagley Catholic High School in September 2025, as part of our comprehensive transition package. These visits are designed to help children familiarise themselves with the workings of a busy secondary school so that they can feel reassured for September and confident about what they will experience. These will take place on **Wednesday 2nd – Friday 4th July 2025**. Wednesday 2nd and Thursday 3rd July will be from **8.45am - 3.00pm**. On Friday 4th July the students will start at **8.45am** and finish at **2.00pm**. Further details about Induction Days will be sent out nearer the time.

Ahead of the main induction days, there will be **Additional Transition Afternoons** for students who are not currently in one of our named feeder schools, and students who have been identified by their primary schools as in need of additional transitional arrangements. These will take place during June. Parent(s) and carer(s) of relevant students will be contacted directly regarding these.

Staff from Hagley Catholic High School will continue to visit and liaise with Year 6 teachers during the summer term.

Key Information

School Term Dates – School term dates for the 2025-26 academic year can be found on the school website at [Hagley Catholic High School - Term Dates](#)

Hagley Catholic High School
Brake Lane, Hagley,
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Tel: 01562 883 193
www.hagleyrc.worcs.sch.uk
Principal: Mr J Hodgson

School Uniform – Information on our school uniform and standards can be found on the school website at [Hagley Catholic High School - School Uniform and Standards](#). School uniform items can also be purchased directly from Monkhouse Schoolwear and Hagley Sports. A copy of the school uniform policy can be found at [Uniform Policy 24.pdf](#)

Transportation – Current information regarding transportation, including information on our dedicated school bus service, is available on our school website at [Hagley Catholic High School - Transport](#). This will be updated during the summer term to reflect the arrangements for the 2025-26 academic year.

Tickets for the Endeavour Coaches dedicated school bus service for 2025-26 are now available. Students who wish to register for any of the Endeavour Coaches services and receive a link to purchase a ticket should use the following link to the [Endeavour Coaches Passenger Portal](#). You will be taken to their 'Waiting List' page on ShuttleID and asked to provide your contact details, the academic year that you are registering for i.e. 2025/26, the service i.e. HC2, HC3, HC4, the number of passengers (to cater for siblings) and your child's First and Last names. Once you have registered with Endeavour Coaches, you will receive a link to make ticket purchases.

Previously Looked After Children - The school can claim up to £2,570 via the Autumn School Census for Previously Looked After Children who fit into one of the following categories:

- Adopted after care.
- Subject to a Special Guardianship Order.
- Subject to a Residential Order.
- Subject to a Care Order.

If your child is a 'previously looked after child' and you wish our school, and your child, to benefit from the additional funding, then please contact Ms Hackett (Assistant Principal: Inclusion and SENDCO) at nhackett@emmausmac.com with the student's name(s) and evidence of the relevant order. All information will be treated in the strictest confidence.

Free School Meals (FSM) - Entitlement to Free School Meals does not automatically transfer between local authorities. Families will need to re-apply through Worcestershire County Council.

Please make the claim for Free School Meals even if you know your child may not want to claim their free meal from our school canteen. Students who are eligible for Free School Meals are also eligible for Pupil Premium funding which is used by the school to improve education outcomes for our students. In addition, parents can claim financial support with school uniform, transport, educational trips and learning aids.

To check your eligibility and to apply for Free School Meals, please visit the Worcestershire County Council website at [Free school meals | Worcestershire County Council](#). The Worcestershire's Free Schools Meal Team can be contacted directly on 01905 845280 should you have any specific questions.

ParentPay - The school uses ParentPay for students to purchase meals and snacks from the school canteen. Log-in details for this will be provided to parent(s)/carer(s) as soon as these are available.

Music Lessons - Hagley runs a comprehensive music programme and tuition is a central part of this. If your child wishes to start learning a musical instrument or continue with individual music lessons, please contact [Severn Arts](#) who co-ordinate these.

Pupil Data Collection

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 digital platform. The Arbor Parent Portal which can also be accessed via the Arbor App, enables parent(s) and carer(s) 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.
- purchase items and book and pay for school trips and events via the Arbor School Shop.

Once our new Year 7 Intake have been added to Arbor 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 will become 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, this will be a different account to your current school i.e. you will have two Arbor parent accounts, one for each school. Arbor won't link these accounts, other than at the login stage on the Parent App or on the login page. To view the information of each child at their respective schools, the guardian will need to log out of one account and into another. If you have any questions or access issues, please contact our Admissions Officer.

Parent and 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 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 are usually scanned 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, please contact our Admissions Officer.

Emergency Contacts - Please take the opportunity to review the emergency contact information provided for primary guardians in the Student Profile and update this 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 will not appear immediately. You will receive notification through Arbor when these changes have been reviewed and confirmed.

Transportation Information – You will 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.

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 our induction days via our Student Medical Condition Form <https://forms.office.com/e/B3kwpgzLgV> This will enable staff to be appropriately briefed and any further paperwork to be completed.

Parents of students who have medical conditions that require support/treatment at school should refer to the following Emmaus MAC policies – Health & Safety Policy, Administering Medication Policy and the Allergy and Anaphylaxis Policy, as appropriate. Full information about the school's policies can be found on the school website [Hagley Catholic High School - Policies and Documents](#). Please take time to familiarise yourself with these.

Pupils and Parents Privacy Notice - All personal data is collected in line with the [Emmaus MAC Pupils and Parents Privacy Notice 2022.pdf](#) This sets out how to individuals how the Emmaus Catholic Multi Academy Company, and Hagley Catholic High School as part of this, uses any personal information that they hold about them.

We will keep you updated primarily through email so please check your emails on a regular basis. You can also refer to the Year 6 Transition page of our school website for the latest information and copies of any parent communications at [Hagley Catholic High School - Year 6 Transition](#) Please also keep an eye on the school's social media page at [Hagley Catholic High School | Stourbridge | Facebook](#) to keep up to date with information, news and events related to the school.

If you have any questions in the meantime, please do not hesitate to contact our Admissions Officer via admissions_hchs@emmausmac.com who will forward your request onto the correct member of staff.

We look forward to welcoming you to Hagley Catholic High School and working in partnership with you in the months and years ahead. Please be assured of our prayers for you and your family.

Yours sincerely,

L Imrie

Mrs L Imrie
Head of Year 7 & Transition Lead

J Hodgson

Mr J Hodgson
Principal