



HAGLEY CATHOLIC
HIGH SCHOOL
SEMPER FIDELIS



Using Arbor at Hagley Catholic High School – Year 7 Intake

One of the main tools for sharing and updating information regarding your child during their time at Hagley Catholic High School, as well as booking Trips and Events, and purchasing educational items, is the Arbor. Access to Arbor is via either the Arbor Parent Portal and/or Arbor App.

Please see the following supporting information:

[A quick introduction to Arbor for guardians and parents – Arbor Help Centre](#)

[Log into the Parent Portal and the Parent App – Arbor Help Centre](#)

[Troubleshooting login issues - why can't I login to my school's Parent Portal or Parent App? – Arbor Help Centre](#)

Hagley Catholic High School has set up an Arbor primary guardian account for you. If already have a child with us at Hagley Catholic High School, and currently have access to the Arbor Parent Portal and/or Arbor App, your child joining us in the Year 7 Intake 2025 should now be visible via your existing Hagley Catholic High School log in.

If you do not already have a child attending Hagley Catholic High School, please log in for the first time via the following link [Hagley Catholic High School](#) and finish creating your account. You will need to set a password. You can do this by going to [login.arbor.sc](#), clicking on 'First time logging in?' and following the instructions on screen. Your username is the primary guardian email address that you have registered with us. The first time that you log in you will be asked to provide your child's date of birth as verification.

Please note that if you currently have access to the Arbor Parent Portal at one of our Emmaus MAC feeder schools or any other primary school, 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, primary guardians will need to log out of one account and into another.

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. Please note that any changes to a Student Profile must be reviewed and confirmed by the school first. For this reason, changes made will not appear immediately. You will receive notification through Arbor when these changes have been reviewed and confirmed.

[Seeing and updating my child's information on the Parent Portal or Parent App – Arbor Help Centre](#)

The consents that need to be completed via Arbor prior to our Intake Information Evening 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. A copy of the Hagley Catholic High School Home School Agreement and our main

school policies can be found on the school website at [Hagley Catholic High School - Policies and Documents](#)

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, please contact our Admissions Team.

Transportation – 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 to ensure student safety and to support communication with parents pending any transportation issues etc.

Current information regarding transportation, including information on our dedicated school bus service, is available on our school website at [Hagley Catholic High School - Transport](#).

Other Information: Other information that is recorded by the school in Arbor includes:

Emergency Contact Information - 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.

[Updating your own guardian details on the Parent Portal and Parent App – Arbor Help Centre](#)

[Add new guardians and contacts for your child on the Parent Portal and Parent App – Arbor Help Centre](#)

Medical Conditions – Details for any students with Medical Conditions will be recorded on Arbor to ensure that this information is available to relevant staff, as required. Staff will upload this information into Arbor.

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 which can be found on the school website at [Hagley Catholic High School - Policies and Documents](#) Please take time to familiarise yourself with these if relevant.

For further information on we use any personal information that we hold, a copy of the Emmaus Catholic MAC Pupils, Parents and Visitors Privacy Notice can be found at [Emmaus MAC Pupils and Parents Privacy Notice 2022.pdf](#)

If you have any questions relating to Arbor, or have any problems logging in for the first time, please contact our Admissions Officer via admissions_hchs@emmausmac.com or by calling 01562 883193 and choose option 3 for 'admissions' at the main menu.