

20th July 2022

Dear Parent(s) and Carer(s),

Thank you to all parents and carers of our new Year 7 Intake who have already logged on to our Parent Portal to review and update the details for their family and complete the necessary Consents, Transportation Information etc. It is very important that this information is completed ahead of your child starting with us at Hagley Catholic High School on Wednesday 7th September 2022.

Arbor Parent Portal Log In

If you have not already logged into our Arbor Parent Portal, you will have recently received an email with new log in details. These are live for 72 hours only, so please look in your junk mail/spam and access these within this timeframe. Once your Arbor log in is set up you will be able to log in whenever you wish to and review your child's details as well access school communications and reports etc.

Parent & Carer Consents

There are several Consents that need to be completed via Arbor. These 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, we will not be able to do this, and they will not be able to access 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 different 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 \(hagleyrc.worcs.sch.uk\)](http://hagleyrc.worcs.sch.uk) as part of the Transition Pack.

Parent Pay Account

You will receive log in details for Parent Pay, our e-payment method prior to your child starting with the school. This is required to pay for purchases at the school canteen and for school trips etc.

If you are new to Parent Pay you will receive a unique activation username and password. If you have two or more children at our school, you will be able to add your child to an existing Parent Pay account.

Transportation Information

You will have received an email from Mr Hodgson sent on 12th July 2022 providing information about booking bus passes with Thandi coaches, and train passes with WMR. A copy of this message can also be found on our Year 6 Transition page.

Medical Conditions

Should your child have a 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 them starting with us if you have not already done so. This will enable all relevant paperwork to be completed and staff to be appropriately briefed.

A Medical Information Form and Individual Health Care Plan can be accessed on our Year 6 Transition page as part of the Transition Pack.

The school will be closed over the summer break, but we are looking forward to welcoming all the new Year 7 Intake to Hagley on **Wednesday 7th September 2022**. In the meantime, your child will receive a brief message in the post from Head of Year 7, Miss Devine.

Wishing you a wonderful summer break.

Sue O'Brien

Mrs S. O'Brien

Admissions & Administration Officer

Ext: 9381

My normal working hours are Monday – Friday 8.45am – 2.00pm during school term time only.



Hagley Catholic High School
Semper Fidelis

Phone: 01562 883193
Website: hagleyrc.worcs.sch.uk
Address: Brake Lane, Hagley, DY8 2XL

Twitter: @_HCHS
Facebook: /hagleyrc



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