



**HAGLEY CATHOLIC  
HIGH SCHOOL**  
SEMPER FIDELIS

15<sup>th</sup> April 2024

**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 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 and to support your son/daughter in this important stage in their life, please make note of some key dates coming up this term.

**Intake Information Evening** for parent(s)/carer(s) and students will take place on **Monday 1<sup>st</sup> July 2024** at Hagley at 6.00pm. This will include a pop-up uniform shop, which will open from 3.00pm - 5.30pm and will re-open after the Principal's talk at approximately 6.45pm.

**Induction Day** for all students starting at Hagley Catholic High School in September will take place on **Wednesday 3<sup>rd</sup> July 2024**. This will be a full day for your child from 9am - 3.00pm. Further details about this day will be sent out nearer the time.

There will be **Additional Transition Afternoons** for students who are not currently in one of our feeder schools, or students who have been identified by their primary schools as in need of additional transitional arrangements, before the main induction day. These will take place during June. Parent(s) and carer(s) 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.

**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/carers consultation evenings.
- purchase items and book and pay for school trips and events via the Arbor School Shop.

Hagley Catholic High School  
Brake Lane, Hagley,  
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Tel: 01562 883 193  
[www.hagleyrc.worcs.sch.uk](http://www.hagleyrc.worcs.sch.uk)  
Principal: Mr J Hodgson

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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, 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 Team.

**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 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, please contact our Admissions Team.

**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.

Current information regarding transport is available on our school website at [Microsoft Word - Transport Information 2023-24 \(hagleyrc.worcs.sch.uk\)](#) However, we are currently in a tendering process for a new contractor for our dedicated school bus service and we will advise you of the outcome of this in due course.

**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. This will enable staff to be appropriately briefed and any further paperwork to be completed. <https://forms.office.com/e/42z50mnvQc>

### **Other Key Information**

**Uniform** – School uniform items can be purchased from Monkhouse Schoolwear and Hagley Sports. A copy of the uniform policy can be found at [HCHS Uniform Policy](#).

**Looked After Children** - The school can claim up to £2,300 via the 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 Mrs Imrie (SENDCO and LAC Coordinator) at [limrie@emmausmac.com](mailto:limrie@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** - Entitlement to Free School Meals does not automatically transfer between local authorities. Families will need to re-apply through Worcestershire County Council.

Alternatively, you might not have previously claimed for Free School Meals, but the current climate may mean you are now available to claim this support for your child, and in doing so increase the income for the school to support your children's education too. Please do make the claim for Free School Meals even if you know your child may not want to claim their free meal.

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 Children's First Free Schools Meal Team can be contacted on [01905 845280](tel:01905845280) should you have any 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.

**Final Words** - We will keep you updated primarily through email so please check your emails on a regular basis. In the meantime, full information about the school's policies can be found on the school website - [Hagley Catholic High School - Policies \(hagleyrc.worcs.sch.uk\)](#). Please take time to familiarise yourself with these and keep an eye on the school's social media page at (<https://www.facebook.com/hagleyrc/>) to keep up to date with information, news and events related to the school.

If you have any questions, please do not hesitate to contact our Admissions Team via [admissions\\_hchs@emmausmac.com](mailto: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,

R Miastowski

Mr R Miastowski  
**Assistant Principal**

J Hodgson

Mr J Hodgson  
**Principal**