



*** In App Messages * Emails * Pupil Details * Parent Details * Emergency Contacts**

Please download the Arbor Parent Portal App to your phone/device. Arbor is only for parents, Arbor is our schools Management Information System (MIS) and is also used as our communication system to all parents/carers either via Email on In App Messages. For further information on how to do this please click on the link below:

[Getting started - Log into the Parent Portal and the Arbor App](#)

Once you are logged in you will need to verify your account by adding you child's date of birth, this will then show verified and you can click on continue.

You will then need to click on your child's view students profile and complete the following information:

View Students Profile

Add: **Ethnicity**, Religion, Language

Add **Service Child** (Army, Navy or RAF) if applicable

Student Contact Details

Add **Postal Address**

Add **Other Possible residents** (*lives here too?*)

Guardians and Contacts

Add Other Parent, contact address, email, contact numbers, relationship to child and whether they can collect the child from school.

Add **AT LEAST 2** other emergency contacts including contact numbers, relationship to the child and whether they can collect the child from school.

Travel to School

Add **Transportation Method** – how your child will travel to and from school e.g Car, walk, bus.

Meal and Dietary

Add **ONLY** if your child has a dietary requirement, please note in order for your child to have a special diet you will be required to upload medical evidence to the HC3S portals (details will be sent after registration form has been accepted)

Previous School

Add your child's current pre-school (if attending a pre-school) **please leave the leaving date blank, this will be populated once your child starts the new academic year.**

Medical

Add **Allergy** – If applicable

Add Doctor (name and contact details of your child doctor's surgery)

Immunisations – **NOT REQUIRED**

Medical – If applicable



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Consents

Please either consent or decline to the permissions that are pending, all consents are valid for 3 years from the date your child starts, or for the period your child attends this school. The consent will automatically expire after this time.

Website, Video or Webcam, Media Appearance

Occasionally, we may take photographs of the children at our school. We may use these images in our schools prospectus or in other printed publications that we produce, as well as on our website, our Facebook page, or on project display boards at our school. We may also make video or webcam recordings for school-to-school conferences, monitoring or other educational use. From time to time, our school may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Pupils will often appear in these images, which may appear in local or national newspapers, or on televised news programmes. To comply with data protection legislation, we need your permission before we can photograph or make any recordings of your child for promotional purposes. Please answer questions 1 to 7 below, then sign and date the form where shown. The information you provide will be securely stored and processed within the EEA and not be used for any other purpose than confirming your permission to use the material.

Conditions of use:

1. The consent is valid for 3 years from the date your child starts, or for the period your child attends this school. The consent will automatically expire after this time.
2. We will not re-use any photographs or recordings after your child leaves this school.
3. We will not use the personal details or full names (which means first name and surname) of any child or adult in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications without good reason. For example, we may include the full name of a pupil in a newsletter to parents if the pupil has won an award.
4. If we name a pupil in the text, we will not use a photograph of that child to accompany the article without good reason. (See point 3 above.)
5. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, in our school prospectus or in other printed publications.
6. We may include pictures of pupils and teachers that have been drawn by the pupils.
7. We may use group or class photographs or footage with very general labels, such as 'a science lesson' or 'making Christmas decorations'.
8. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately. Important notes: Please note that you can withdraw your consent at any time in writing by emailing the school office. Please note that websites and social media sites can be viewed throughout the world and not just in the UK where UK law applies. neither you nor the school will have control over how those images are further used. Please note that the press have some exemptions from data protection legislation and may want to include the names and personal details of children and adults in the media.

Printed Publications

Social Media

Are you happy for your child to appear on Social Media sites used by the school e.g. Twitter and Facebook - Please note that once images are uploaded, they will be subject to the terms and conditions of the social media site. Neither you nor the school will have control over how those images are further used, amended or reproduced, either by the site or by the public. Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.

Photographer – single photo



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Photographer – group photos

We arrange for an external photographer to visit the school to take group (e.g. class, team, year) and individual photographs which will be offered to parents to purchase. To comply with data protection legislation, the photographer needs permission before photographs of your child can be taken. The information you provide on this form will be securely stored and not used for any other purpose than checking whether or not you consent. Note: Please note that you can withdraw your consent. You can withdraw your consent by sending an email to the school office. Please ensure your email before the day the photographer is due to visit so that we have time to remove your child's name from the list of children being photographed.

Specific Off-Site Learning

Throughout the year the school organises a number of routine visits and journeys away from the school site as part of the children's learning experiences. Such visits take place during the school session times and tend to be local to the school area, or in locations which have immediate help and support available. Visits and journeys during the school day are an extension to their classroom activities and present minimal additional risk to the health and safety of the pupils. All visits and journeys away from the school site must be approved by the Executive Headteacher. The purpose of this consent form is to enable parents/guardians of children at the school to give their permission for their child to participate in frequent, local, curriculum focused visits and journeys away from the school during the school day. This consent will allow your child to leave the school site for a local visit on several occasions without having to sign a separate consent form for each visit. Schools should compile their own list of visits, examples are: Local sports fixtures both during school hours and at set after school times Local visits to the local park, museums, churches, libraries, woodlands and other locally used outdoor sites, etc Town/village walks & the immediate countryside

Tapestry

We are very pleased to introduce you to our online learning journeys created by using educational software called Tapestry. Tapestry is a fantastic way to record the special moments in your child's learning. By logging on with a secure username and password, you will be able to view all of your children's observations, photographs and even videos from their time in Reception. You will receive an email telling you when a new observation or piece of work is available for you to view. This will enable you to follow your child's individual progress closely and you can reflect upon their achievements with your child. You can add comments so that we can find out about which activities your child really enjoys and the learning they get up to at home. All of this information is stored on a highly secure server, which is monitored closely. The only people who will be able to access a child's information on Tapestry will be their class teacher and parents/carers using the secure log in details. E-safety is extremely important to us, therefore we ask you to provide us with the following information and to sign the agreement to show that you understand and will agree with our guidelines. We are sure that you will love this way of viewing your child's achievements as much as we do!