



Arbor Parent Portal Data Checking Guide

We are asking all Parents/Carers to log into Arbor to check their child's details we hold are up to date.

This can be done via the web version or the app of the Parent Portal.

To get started head over to (this will be the URL parents/carers always use to access the portal):

<https://midhurst-rother.uk.arbor.sc>

Log in with your login details.

If you need help logging in for the first time, please use this guide [here](#).

Once logged in you will arrive at the homepage.

Several notices may appear on the left-hand side saying there is consent and data missing (if these have not previously been completed). You can click on each of these to add the data in, give or decline consent.

Add mode of travel for [redacted]

Mode of travel*

Notes

Set Consent

Consent	Administer First Aid
Further details	Administer basic first in case of emergency
Note	



All these consents and missing data items can be updated from the Student Profile as well. To do this click on the View Student Profile on the homepage:

View Student Profile

Please work your way through this page checking your child's details. Where you see an add button or arrow you can add or amend the data:

 Add



Please check the following sections and update as required (where possible we have received the details from your child's primary school):

Student Details:

- Name
- Ethnicity
- Religion
- Language

Student Contact Details:

- Student home address

Family, Guardians & Contacts:

- Additional contacts can be added, and you can edit your details as well.

Mode of Travel to School:

- Please enter the method your child will be travelling to school.

Meal Preferences & Dietary Requirements:

- Please enter any dietary requirements for your child.

Medical:

- Doctor
- Allergies
- Medical conditions
- Immunisations
- Handedness

Consents:

- Administer first aid
- Allow use of Student Photograph for Promotional Material
- Biometrics
- ICT User Agreement for internet access and media/electronic devices
- Internet/Video conferencing
- Issue paracetamol
- Photograph student
- Publish work on Internet
- School visit
- Video student



There is also an Arbor app available for parents/carers. It will work in a very similar way to the web version, and you will be able to check and update all the above on it.

If you have any issues, please contact Stephen Hudson (MIS & Data Manager)
Stephen.hudson@mrc-academy.org in the first instance.