



Arbor Parent Portal Transition Guide

We are asking all Parents/Carers to log into Arbor to check their child's details we hold are up to date. Then throughout the year you will be able to see the following about your child:

- See what events they have coming up.
- See what classes they are taking.
- View homework set and submitted.
- View their attendance stats.
- View their behaviour stats.
- Update personal details and consents.
- View exam timetables.
- View Tracking Point Reports.
- Add money to your child's canteen balance.
- Sign up and pay for educational visits.
- Purchase items from the school shop.

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/?/home-ui/index>

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

When you log in for the first time you will be asked to verify access for your child by entering their date of birth:

Verify Access to [redacted]

To verify that you are authorised to access [redacted] on the Arbor system, please enter [redacted] date of birth.

Date of birth*

Cancel Verify Access

Once entered click on the Verify Access button. This will then take you to the homepage.



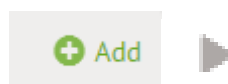
Several notices will appear on the left-hand side saying there is consent and data missing. You can click on each of these to add the data in, give or decline consent.

Add mode of travel for [redacted]

Set Consent

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:

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:





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
- Gender
- 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 or food allergies for your child.
- **This is important to do as it flags up the allergy on the catering tills when your child is purchasing food from the canteen. For example, you can state nut allergy or allergic to dairy, or even vegetarian. When your child's account comes up at the till, this will show, alerting the serving staff to the allergy.**

Medical:

- Doctor
- Allergies
- Medical conditions
- Immunisations
- Handedness

Consents:

- Administer first aid
- Biometrics
- ICT User Agreement for internet access and media/electronic devices
- Internet/Video conferencing
- Issue paracetamol
- Publish work on Internet
- School visit
- Student Image Use Photo and Video

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 MRC.Info@mrc-academy.org in the first instance.