



**THE HART
SCHOOL**
*Creative
Education
Trust*

11 June 2025

Dear Parents and Carers,

We are quickly approaching the next exciting stage of your child's educational journey, and we are now making the necessary arrangements for a smooth transition. Primary schools are being contacted by our transition team and arrangements for the induction days are well under-way.

Induction Days

We are looking forward to welcoming your child at The Hart School on **30 June and 01 July** for induction days.

Arrangements for the induction days:

- Arrival at The Hart School for 8.45am - students enter the main school gates and follow signs to the meeting point (tennis courts) and staff will be present to support.
- Carousel of activities throughout the day – there will be an opportunity to take part in a range of lessons and experience a taste of secondary curriculum.
- Day ends at 2.45pm – please ensure that your child knows their individual travel arrangements. Students will be dismissed from the front gate, where they can be collected or make their way home. If required students can wait for their siblings in school.

Please could students attend the induction day wearing their primary school uniform, they will not require their PE kit. Students will need to bring with them drinks, snacks and a packed lunch. If your child usually qualifies for free school meals, they will be provided with a packed lunch, but we advise that they should bring additional snacks and drinks for the duration of the day.

As a reminder, you are invited to an **Induction Meeting** on **Monday 30 June**. Depending on the Primary School that your child currently attends, depends on the time of the meeting that you have been invited to. Please see table below for your allocated time-slot.

5.30pm Meeting	6.30pm Meeting
Abbotsholme	Hayes Meadow
Chancel Primary	Hob Hill CE
Charnwood	Holy Trinity CE
Chase View Community	Lightwoods Junior
Churchfield CE	Moorhill
Colwich CE	Needwood CE
Etching Hill CE	Redbrook Hayes Community
Fulfen	St James CE
Gentleshaw	St Joseph and St Theresa

St Peter's Hixon	St Joseph's Catholic
The Bridge Academy	St Peter's Hednesford
Villiers Primary	The John Bamford
Willows Primary	The Croft, Armitage
Forest Hills	The St Mary's CE

We can only accommodate TWO members per household, and we ask that both a parent/carer and your Year 6 child attend the meeting.

Free School Meals/Pupil Premium students

For those families whose children qualify for Free School Meals, we recommend reapplying as your child moves from primary to secondary school to ensure there is no break in their funding.

We also appreciate that family circumstances can change and that your child may now be eligible for the free school meal allowance.

Full details of eligibility criteria and how to apply for free school meals can be found using the Staffordshire County Council application page of their website:

<https://www.staffordshire.gov.uk/education/educational-awards-benefits/freeschoolmeals/apply-online.aspx>

Data Collection

We now need to consider collecting essential data from you about your child in readiness for September.

At The Hart School we use Arbor as our data Management information system for pupils in all years. Please find below a "quick guide" on what Arbor is, and also how to log in to view your child's data, make amendments and provide consent. We ask that you read through this information and please log in by Monday 30 June. You will receive a link that is auto generated through Arbor. Once you have received this, you will be able to follow the process as detailed below.

We very much look forward to meeting you and your Y6 child in coming weeks and thank you for your support in making the transition process a successful one.

Kind regards



M Hibberd
Transition Lead

What is Arbor?

Arbor MIS is a cloud-based Management Information System (MIS) designed for schools. It's a comprehensive platform that allows schools to manage student data, attendance, and academic records efficiently. For parents, Arbor MIS provides a user-friendly Parent Portal where you can easily track your child's progress, view attendance records, and communicate with teachers. It's a secure and convenient way to stay informed about your child's education and school activities. We will also be using it's Arbor Pay facility for online payments for canteen purchases, trips and other items.

An email invite will be sent in the coming weeks which will go through the process of setting up your account.

If you already have a child at the school, you will be able to continue to use your existing login and switch profiles of your children.

Data collection

To facilitate a seamless transition for your child, we prioritise the accuracy of all student and parent/guardian records. We kindly request that parents/guardians review their personal details within our Arbor system, rectify any discrepancies.

This information has been provided by the central files from Primary Schools which have been securely transferred to us by the local Department for Education.

We also ask when you log in if you can review and provide authorisation for biometric scanning (to support cashless transactions in the canteen), photographic permissions, and other related matters.

What Next

Please review the information provided below. You have the ability to update or add new information via the Arbor App or Web Portal.

To update existing information:

1. Select the field you wish to change.
2. A pop-up window will appear; modify the information as needed.
3. Click 'Edit' to confirm the changes.

To add new information:

Click the 'Add' button located in each section to input additional details.

Student Detail

- Name
- Sex
- DOB

Student Contact details

- Home address

Additional family, guardians & contacts

- Relationship to student
- Home Address
- Contact Number
- Email Address

Meal Preferences & Dietary Requirements Medical Conditions (including allergies)

Please note any additions are not automatically applied the pupils Arbor profile. They are flagged to the school's Data Team who then review the requested changes. A member of the team may then be in contact with you to request physical evidence be provided where necessary.

Consents

- Photography – Consent for photographic images to be used.
- Biometrics – Our cafeteria system employs biometric authentication, utilizing students' fingerprints, to facilitate food purchases at the checkout counters. Consent is needed for this to be taken, if not granted pupils will be given a pin code to provide but where possible we encourage the Biometric method.

Logging in for the first time

Getting started for the first time is really easy. Please follow the steps below:
To login into the Parent Portal for the first time, you need to read the email that came from The Hart School to welcome you to Arbor.

The email will contain a link for you to click on that will take you directly to The Hart School Arbor site.

Click the "**First time logging in**" option in the bottom left corner.
Enter your email address.
Click "**Set Password**"

Remember, you need to set up your Arbor parent account in a normal browser so that you can enter your child's date of birth when the pop-up window appears.

Once you have set your password, you need to agree to the terms and conditions to proceed to your dashboard.

Should you have any issues, please first repeat the steps above starting at step 1.

If you continue to have difficulties logging in, then please contact school, and we will help you to resolve your issue.

Arbor App

Once your account has been set up you will be able to use the Arbor App. This can be downloaded through either **Google Play Store** on android devices or **Apple App Store** on iPhones.

Useful Links

[How to get started](#)

[Parent Portal quick start](#)

Further Support

If you are experiencing problems logging into Arbor or have additional questions, please email Arbor@hartschool.org.uk