



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

29 September 2023

Dear Parent/Carer

Annual data check via the Arbor Parent Portal App

It is important that the information we hold about you and your child/children is accurate and complete. As you may be aware, HGS uses a management information system called Arbor. We use this to maintain student records. You will have received an invitation to the Arbor Parent Portal in the past and most of our parents are accessing the portal to monitor the progress of their children.

Annual Data Check

We need you to review the information on your Arbor record to confirm its accuracy. Would you please log in to your Parent Portal account and review, update and complete any missing or incorrect information. You can access the portal using this link: login.arbor.sc. If you have not logged in for some time you may need to refresh your password, using the 'Forgotten password' prompt on the logging in page. Here is a short video which gives some background on how the app works: [An overview of the Arbor App](#) and also a guide on how to view and update the data: [Seeing and updating my child's information on the Parent Portal and Arbor App](#) guide. If you have problems logging in please email hgsgateway@hgs.rklt.co.uk.

Once you have made an amendment we will be notified of your request and apply the changes to your record.

Consents

Would you also please review any consents that you may previously have given, and complete any that may be missing. These cover:

- Use of biometric data for cashless catering
- Extra-Curricular Sporting Activities
- Photographic use, for internal and external purposes
- Use of Microsoft Teams

If you would like to change a consent then please email hgsgateway@hgs.rklt.co.uk.

Once you have reviewed your contact details and consents, and submitted any necessary changes, would you please confirm this using the Annual Data Check Agreement in your Arbor consents area.

Yours sincerely

Mrs K Moat
Associate Headteacher