



15 November 2024

Dear Parent/Carer

## Annual data check via the Arbor Parent Portal and Parent 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 parents access the portal to monitor the progress of their children.

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 that is displayed. If you have not logged in for some time you may need to refresh your password, using the 'Forgotten password' prompt on the log in page. A guide on how to view and update your data can be accessed here: [Seeing and updating my child's information on the Parent Portal and Arbor App.](#)

In your child's profile (to access click on their profile picture):

- Check and update the personal and contact details for each child. Any incomplete items will appear in the Notices section.
- Check and update your own details. Any updates will be notified to school so we can apply these changes to our records.
- Review your consents and complete any that are outstanding. These will appear in the notices section.
- If you would like to change a consent, please email [hsgateway@hgs.rklt.co.uk](mailto:hsgateway@hgs.rklt.co.uk)
- Once you have reviewed the contact details and consents and submitted any changes, please confirm by clicking the 'Annual Data Check Confirmation' within the notices section
- Please complete this for each child at the school.

If you have problems accessing your Arbor account, please email [hsgateway@hgs.rklt.co.uk](mailto:hsgateway@hgs.rklt.co.uk).

Thank you for your support.

Yours sincerely

**Mrs K Moat**  
Associate Headteacher

Harrogate Grammar School Arthurs Avenue, Harrogate, North Yorkshire HG2 0DZ  
☎ 01423 531127 ✉ [mail@hgs.rklt.co.uk](mailto:mail@hgs.rklt.co.uk) 📘 HarrogateGrammarSchool 📧 @HarrogateGS  
[www.harrogategrammar.co.uk](http://www.harrogategrammar.co.uk)

Headteacher: Mr N Renton, Associate Headteacher: Mrs K Moat



Learning Trust Alliance Teacher Training Teaching School Hub