

Adding guardians and children

As a primary guardian, you can log into the Parent Portal or Parent App and update details about your child. Although you can't edit other guardians' details (you'll need to contact your school directly for them to do this for you), you can add new guardians linked to your child.

Once you are logged in, click **View Student Profile**.

The screenshot shows the Parent Portal dashboard for a student named Graham Adams. The header includes the school name 'Sunnyville All through School', the user 'Amber Adams' with a 'Sign out' link, and the 'Arbor' logo. A 'My Items' dropdown is also present. The main content area is divided into several sections:

- Quick Actions:** Displays a profile card for Graham Adams (Form 3PD) and a 'View Student Profile' button. Below this is a message: 'You have 1 unread message. Click here to view.'
- Statistics:** A grid of performance metrics:
 - Attendance (2019/2020):** 97.8% (Year), 100% (Last 4 weeks).
 - Summer Term - 'On Track' Progress:** 100% (Summer Term), 100% (Previous Term).
 - Behaviour Points - this term:** 0 (This year: 0 points, Last term: 0 points).
 - Positive Behavioural Incidents - this term:** 14 (This year: 60 incidents, Last term: 20 incidents).
 - Summer Term - Grade Average:** 20 (Summer Term: 20, Previous Term: 18).
 - Negative Behavioural Incidents - this term:** 2 (This year: 8 incidents, Last term: 2 incidents).
- Guardian Consultations:** A section stating 'No guardian consultations for Graham Adams'.
- Accounts:** A list of financial records:
 - Graham Adams : Meals (Balance: -£35.00)
 - Graham Adams : PTA Event (Balance: -£18.00)
 - Graham Adams : Scouts (Balance: £0.00)
- Activities:** A section for tracking student activities.

Here you can see all your child's information.

The screenshot shows the 'Graham's page' in the Parent Portal. The left sidebar contains navigation links: 'Main Dashboard', 'Profile' (highlighted), 'Calendar', 'Attendance', 'Progress', 'Activities', 'Behaviour', 'Curriculum Tracking', 'Examinations', 'Report Cards', and 'Accounts'. The main content area is divided into three sections:

- Student Profile:** Displays a profile card for Graham Adams (Form 3PD, Year 3) and a 'View Student Profile' button. Below this is a message: 'You have 1 unread message. Click here to view.'
- Notices:** A list of messages and reminders, including 'Graham Adams does not have a religion recorded - click to correct', 'Graham Adams does not have any details on hearing tests - click to correct', 'Graham Adams does not have any details on vision tests - click to correct', 'You have not consented to Administer First Aid for Graham Adams - click to correct', 'You have not consented to Social Media for Graham Adams - click to correct', 'You have not consented to Test Consent for Graham Adams - click to correct', and 'You have not consented to Trips for Graham Adams - click to correct'.
- Student Details:** A table of personal information:

Field	Value
Name	Graham Adams
Gender	Male
Date of birth	19 Oct 2011
Ethnicity	Black - African
Religion	Not recorded - click to add
Language	Ebira (Native speaker)
Service child	No

To add a new contact, click **Add Information**. Select **Add Guardian/Contact** from the drop-down list.

You can also click **+Add** in the **Family, Guardians & Contacts** section.

Instructions

This page lets you add and edit information and guardian details for Graham Adams.

Information that can be edited is marked by an arrow at the right hand side of the line that the information is on. Simply click anywhere in the line and an editing pane will slide out.

Add Information

Add Allergy
Add Another Spoken Language
Add Guardian/Contact
Add Hearing Test
Add Immunization
Add Mode Of Travel
Add Medical Condition
Add Pregnancy and Birth Details
Add Previous School
Add Vision Test

When you are happy with the new information, click **Add Guardian/Contact**.

Please note: To mark someone as a Primary Guardian, please contact the school directly once you have added their information.

« Back

Add Guardian / Contact

Information

Please fill out as many fields as you can so that we can make contact in an emergency.

Please note that guardians and contacts added from this page will by default not be considered primary or legal guardians. If you want the guardian you are adding to be set as primary or legal guardian, please contact the school.

Title

First name*

Last name*

Sex*

Relationship to student*

Mobile number*

Home number

Email address

Options

Emergency contact

Can collect

3rd priority emergency contact

Cancel

Add Guardian/Contact

If your school must accept record changes, the new guardian will show as **Pending**.

Family, Guardians & Contacts		 Add
Pam Allen	New guardian	Pending ▶
Jonathan Allen 	Father	▶
07700 900572 (Mobile)		

Until the details are accepted, you can click into the guardian and remove them using the orange button if you have added any details incorrectly, then add them again.

Emergency contact priority

Old Value:
New Value: 2nd priority emergency contact

Cancel Change Request

Close

Once the changes have been accepted by the school, you won't be able to see the other guardian's details. You'll need to contact the school to request further changes to their details if needed.

Family, Guardians & Contacts		 Add
Jonathan Allen 	Father	▶
07700 900572 (Mobile)		
020 8467 3814 (Home)		
jonathan.allen@arbor-mail.com (Personal)		
29 Melrose Gardens, London, London, W6 7RN		
Access Options		
Primary guardian		
Can collect		
Emergency contact		
Megan Allen	You cannot see this guardian's details for security reasons	
Pamela Allen	You cannot see this guardian's details for security reasons	