Student Profile Overview

The **Student Profile** on the Parent Portal gives you an overview of the student's personal details. To get to the student profile select the green button labelled '**View Student Profile**'.

Notices

This section contains a list of missing information (including consents) on the student's profile.

To update this information, click on one of the orange notices, a slide over will appear with the option to add/update the required information.

Student Details

This section contains the student's personal information. Any information with the ▶ symbol to the right of it can be amended.

Click on the student details you would like to amend, a slide over will then appear for you to update the information, once updated select **Save Changes**.

Student Contact Details

This section contains the student's home address, email and phone number. New contact details can be **added** by clicking on +Add.

Student Contact Details		⊕ Add
Personal email	████ ████@arbor-mail.com	
Mobile number	███ ████ ████	▶
Home number	███ ████ ████	▶
Home address	**Lives with** ████ ████████ Postal address hidden - contact school office to update.	*Ongoing*

A pop-up will appear.

What would you like to do?   ⊗

Add Item in: **Student Contact Details**

Telephone number	▶
Postal address	▶

Select the type of contact details you wish to add, a slide over will then appear. Add the new contact details on the slide over and click on the **Add** button.

Add Postal Address   **Add telephone number**

Any contact information with the ▶ symbol to the right of it can be amended. Select the information you wish to amend, a slide over will display the contact details again, click on **Edit** and update the contact detail accordingly. Once updated click on **Save Changes**.

« Back	**View student telephone number**	Edit

Please note - this is the telephone number for ████ ████████**, not a guardian/emergency contact.**

Number type	**Mobile**
Number	070 ████ ████
Notes	

To **delete** the contact detail, click on **Delete** after clicking on the Edit button.

Family, Guardians & Contacts

This section displays all guardians linked to the student's profile. To **add** a new guardian click **+Add** button.

Please note that occasionally Arbor may suggest guardians related to the student.

« Back

Add guardian/contact

system.

Suggested guardians* ❓	👥 [blurred name] ✕ ▼
Relationship to student*	▼
Options	☑ Legal guardian
	☑ Primary guardian
	☑ Can collect
Emergency contact ❓	1st priority emergency contact ✕ ▼

Cancel   **Add suggested guardian**

If the guardian you want to add is not on this list, click the button located below the suggestion.

Add New Guardian/Contact

Meal Preferences & Dietary Requirements

This section shows what any dietary requirements the student has and displays the current meal preferences.

Meal Preferences & Dietary Requirements	➕ Add
Meal preference	None recorded
Dietary requirements	None recorded - click here to add ▶

To add a dietary requirement click **+Add** and update the slide over using the drop-down menu.

Previous Schools

This section will list the student's previous enrollment.

To view details of a previous school listed, select it, a slide over will appear displaying all of the school's details.

Previous Schools	⊕ Add
Previous schools None recorded - click here to add	▶

To **add** a new historic school click **+Add.**

Update the slide over with the details of the school and click on **Add School Details**.

Add School Details

Medical

This section will load all of the medical details linked to the students profile. This includes the student's Doctor, Medical Conditions, Dietary Requirements, Immunisations etc depending on what you have added.

Medical		⊕ Add
NHS number	Not set	▶
Medical institution relationship	Not set	▶
📌 Medical condition	Milk Protein Intolerance	▶
Handedness	Ambidextrous	▶
Blood group	B, Rh+	▶
Immunisations	No details added	▶
Dietary requirement	Dairy Free (No Milk/Yoghurt/Cheese/Butter)	▶

To update any of the sections, click on one of them. Amend the details on the slide over and click on **Save Changes**.

Consents

This section displays any consents linked to the student and their current status.

Consents			
Medical	Rejected by ▓▓▓ ▓▓▓ on 20 Aug 2018		▶
Opening Evening ❓	Consented by ▓▓▓ ▓▓▓ on 20 Aug 2018		▶
Putting suncream on ❓	Consented by ▓▓▓ ▓▓▓ on 20 Aug 2018		▶
Disneyland trip consent	Not consented - click here to give consent		▶

To Approve or Reject the consent click on the chosen consent, a slide over will appear displaying the consent, click on either Give Consent or Refuse Consent.

Review Consent

Student	▓▓▓ ▓▓▓
Consent type	**Disneyland trip consent**
Note ❓	

Decline Consent   Cancel   **Give Consent**