To do list for parents
To action asap before your child starts at Great Chart Primary School

To Action	Completed
1. **Birth certificate** (send via email or bring in)	
2. **Proof of Address** (3 documents send via email or bring in – see guidance on the school's website)	
3. **GDPR Consent** (actioned via google form)	
4. **Home School Agreement** (actioned via google form)	
5. **Arbor Parent Portal** (sign up via welcome email, app also available to download)	
6. **Arbor – action all below a-i** (see user guide in Admission pack on the school's website)	
a) Pupil's Name (check this is correct)	
b) Ethnicity	
c) Religion	
d) Language	
e) Student's home address (check this is correct)	
f) Family, Guardians & Contacts (we need at least 2 emergency contacts for your child, including phone numbers) *Please note that contacts added here 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.*	
g) Dietary requirement	

h) Medical
      • **Add Allergy** (only if your child has any)
      • **Add Doctor** – must be added for ALL pupils
      • **Add Medical condition** (only if your child has any)	

i) Consents	
7. **Uniform** – to order uniform visit https://www.great-chart.kent.sch.uk/parents/uniform/	
8. **Pupil Premium** – please check your eligibility https://www.cloudforedu.org.uk/ofsm/kent/	
9. **Breakfast Club** – please contact the school office if this is required	
10. **After School Club** – please visit the school's website for contact details https://www.great-chart.kent.sch.uk/parents/clubs/great-chart-after-school-club/	