

Arbor

School Visits - Giving Consent and Making Payment

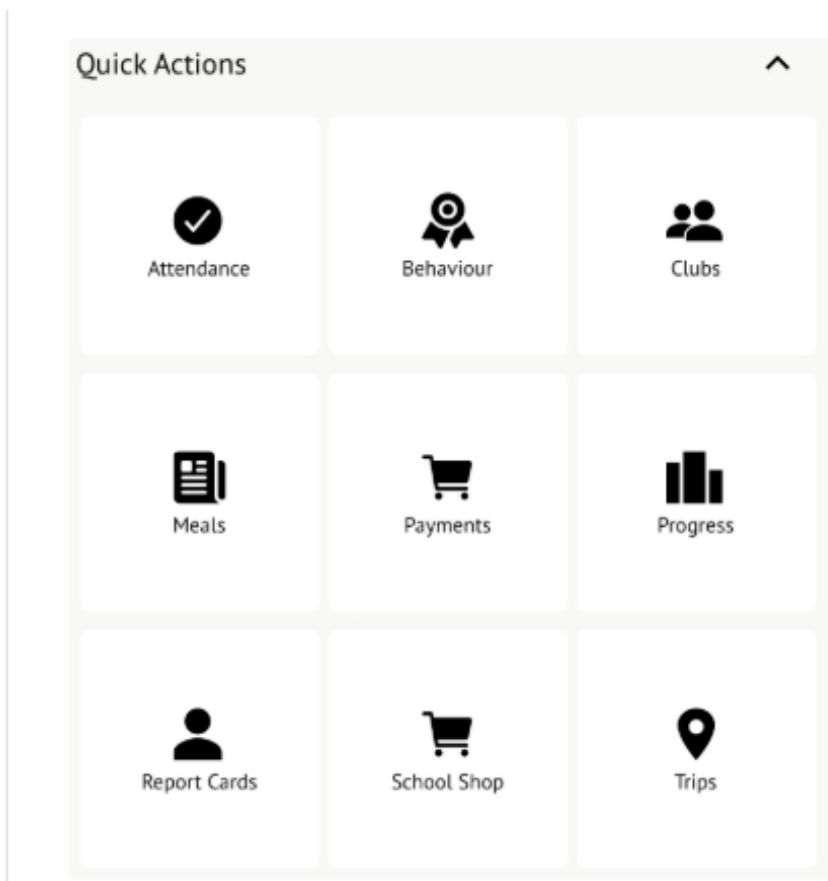
Throughout the year HPP organises a wide variety of visits and workshops for pupils to enjoy. For each of these activities we require parents to give consent for their child to take part. For some visits and workshops we also require a voluntary contribution.

Full details of each event will be sent to you, via email, through Arbor.

To give consent and make a payment please follow the instructions below:

On the Parent App

To sign up for a trip, click the menu icon at the bottom left of your screen. Select ***Trips***.



The Trips main page features three sections - **Upcoming Trips** are any trips your child is currently registered for, **Past Trips** are trips which have taken place and **Trips Open** are any trips that the child can currently be registered for.

School Trips

Zach's Upcoming Trips

Year 1 Chester Zoo >
13 Mar 2024, 08:45 - 16:30

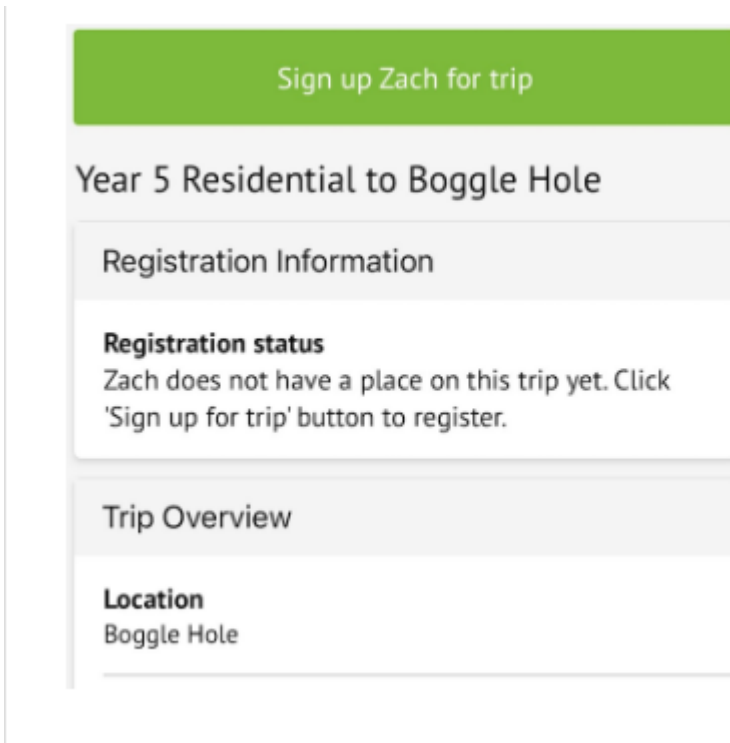
Trips Open to Zach

Year 5 Residential to Boggle Hole
Trip Date(s):
07 Feb 2024, 08:00 - 09 Feb 2024, 16:00 >
Signup Window:
02 Oct 2023, 16:41 - 30 Nov 2023, 16:41

Zach's Past Trips

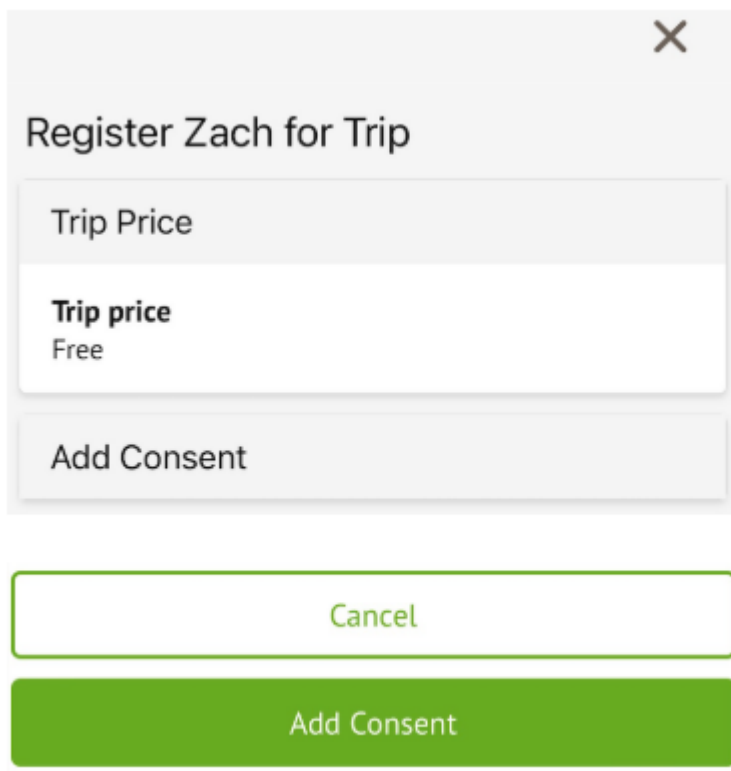
Christchurch Gang Show >
31 Mar 2023, 18:00 - 21:00

Select the trip to reach the **Trip Overview**. Click the green button to sign up for the trip and pay if required.



The screenshot shows a registration interface for a trip. At the top is a green button labeled "Sign up Zach for trip". Below it is the trip title "Year 5 Residential to Boggle Hole". A section titled "Registration Information" contains the text: "Registration status: Zach does not have a place on this trip yet. Click 'Sign up for trip' button to register." Below this is a "Trip Overview" section with the "Location" listed as "Boggle Hole".

On the next page, if no payment is required you can sign up by consenting.



The screenshot shows a modal dialog titled "Register Zach for Trip" with a close button (X) in the top right corner. It contains a section for "Trip Price" which states "Trip price: Free". Below this is a button labeled "Add Consent". At the bottom of the page, there are two buttons: a white "Cancel" button and a green "Add Consent" button.

If it is a trip you have to pay for, you can add your payment to your basket and make payment.

Voluntary contribution Non allowed
Previous Payments for This Trip
Already paid £0.00
Left to pay £80.00
Make a Payment
Payment amount <input type="text" value="£ 10"/>
Cancel
Add To Basket
Go To Basket

On the Parent Portal

From the main Parent Portal page, click on the **Trips** field within the **Activities** section.

Activities	
Zach Allen: Clubs	▶
Zach Allen: Trips	▶

The Trips main page features three sections - **Upcoming Trips** are any trips your child is currently registered for, **Past Trips** are trips which have taken place and **Trips Open** are any trips that the child can currently be registered for.

To start registering your child for a trip, click on the desired trip in the **Trips Open** section.

School Trips

Molly's Upcoming Trips	
No results found	
Trips Open to Molly	
London Zoo	Trip Date(s): 14 Oct 2020, 14:12 - 15 Oct 2020, 14:12 Signup Window: 01 Sep 2020, 14:12 - 13 Oct 2020, 14:12
Garden adventures	Trip Date(s): 25 Nov 2020, 14:48 - 15:48 Signup Window: 01 Sep 2020, 14:48 - 30 Oct 2020, 14:48
Calendar sales	Trip Date(s): 01 Jan 2021, 08:54 - 09:00 Signup Window: 01 Sep 2020, 08:16 - 30 Oct 2020, 08:16
Molly's Past Trips	
No results found	

On the **Trip Overview page**, you can see details relating to the trip such as date, time and price. Click on **Sign Up** to begin the registration process.

Registration Information	
Registration status	Molly does not have a place on this trip yet. Click 'Sign up for trip' button to register.

Trip Overview	
Location	London Zoo
Description	Trip to London Zoo to see pandas!
Trip dates	14 Oct 2020, 14:12 - 15 Oct 2020, 14:12
Sign-up window	01 Sep 2020, 14:12 - 13 Oct 2020, 14:12
Price	£50.00
Voluntary contribution	Yes

Free Trips

A slide over menu will appear where you can add consent (if your school requires this) for the trip by ticking the checkbox and ticking **Add Consent**.

Trip Price	
Trip price	Free

Previous Payments for This Trip	
Already paid	£0.00

Add Consent	
Consent*	<input type="checkbox"/>

Once consents have been confirmed, you will be taken back to the **Trip Overview** page. You will now see that the **Status** field will have been updated to confirmed (assuming consent was not refused).

When returning to the **All Trips** page, the trip will now be displayed in **Upcoming Trips**, rather than the **Open Trips** section.

Molly's Upcoming Trips

Calendar sales 01 Jan 2021, 08:54 - 09:00

Paid Trips

With trips that require a payment, the process is slightly different. When registering the student for a paid trip, click the trip to be taken to the trip overview page. Click the **Sign Up** button.

« Back **Zoo trip**

Registration Information

Registration status [Fred does not have a place on this trip yet. Click 'Sign up for trip' button to register.](#)

Trip Overview

Location	Zoo
Trip dates	16 Oct 2020, 08:00 - 16:00
Available places	10
Sign-up window	05 Oct 2020, 08:00 - 09 Oct 2020, 16:00
Price	£20.00
Voluntary contribution	Yes
Minimum instalment	£5.00

Attachments

[Sign up Fred for trip](#)

A slide over will appear where you can add the amount you will pay.

« Back **Register Molly for Trip**

Trip Price

Trip price	£10.50
Voluntary contribution	Non allowed

Previous Payments for This Trip

Already paid	£0.00
Left to pay	£10.50

Make a Payment

Payment amount	£10.50
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[Cancel](#) [Add to basket](#) [Pay](#)

Once you click **Pay**, add in your card details, then click **Pay**.

Make Payment ✕

Card number	<input type="text" value="1234 1234 1234 1234"/>
Expiration date	<input type="text" value="MM / YY"/>
Name on card	<input type="text"/>
Security code (CVV/CVC)	<input type="text" value="CVC"/>

Once paid, the status of the trip will then change to confirmed, and the trip will appear on the **All Trips** page in the **Upcoming Trips**, rather than the **Open Trips** section.