



13 March 2023

Dear Parent/Carer

Welcome to Arbor!

At the beginning of the academic year, we adopted the Management Information System called Arbor, allowing us to communicate with you more efficiently and bring all core school data into one system.

Arbor has replaced our previous system ClassCharts, and we are now using the Parent Portal/Arbor App. The Arbor App can be downloaded from either the Playstore on android phones or the Apple Store on iPhones.

If you are not currently using Arbor, an account has been set up for you. To finish creating your account, you just need to set a password. Your username is the email address we've sent this email to. Go to <https://login.arbor.sc> and click "**Forgot your password**" to finish setting up your account, a further email will then be sent to you to complete the registration.

If you are the primary guardian for more than one child, you can access and view each child through the same portal.

The dashboard is the first screen that you will see. This gives a quick glance of your child's daily timetable, behaviour points, current attendance and activities. From here you can access more areas of their profile for:

- [Calendar and Timetable](#)
- [Attendance](#) - The **summary** page shows statistics and recent attendance for the academic year as shown. The **Attendance by Date** page is a breakdown of the student's attendance, day by day with the relevant mark.
- [Behaviour](#) - View the positive and negative behaviour points given along with any House points awarded.
- [Examinations](#) - In this section, you can view and download the student's exam timetable for the current year.

To access your child's profile, click the **View Student Profile** button on your homepage; this allows you to see basic information about your child, and highlights any unread notices or actions needing to be completed. You will also be able to amend details such as your contact details, medical information, consents, and so on via the app.

If you have any queries or would like any additional support in creating your account, please contact the Academy.

Yours sincerely,

Miss K Jackson
Assistant Principal