



REMINDER: Arbor Information System – Parent Portal (desktop) and App (ie mobile/tablet)

We are excited to announce that we have now moved to our new school information system, **Arbor**.

Details of how to log in to your Arbor Parent Portal and App has been sent to all parents (please check your junk if not received.)

The Arbor parent portal and the associated parent phone app ensure that parents can access important information about their children and report absences due to illness

REPORTING ABSENCES QUICK AND EASY

Absences due to illness are to be reported via the **Arbor Parent Portal or your Arbor App.**

Absences, due to illness, are to be submitted ideally by 8.30am, before the class registers open. Absences need to be reported every day of the child's absence.

Parents can log same-day absences due to illness for their children using the Parent Portal and Arbor App. Parents are to input the absence details, and submit the request. Your absence message will then be sent to our attendance officer to process.

Reporting via the App using the **Log Absence** function - this can be found by clicking on the menu icon, this will take you to Quick Actions, and then select Attendance.



Please state the reason for absence in the message. (please do not use the wording unwell/illness) Please note - this service is for reporting absence only and should not be used for other communication. (Any communication relating to other matters will not be responded to. Please follow our communication procedure for all other correspondence.) Leave of Absences requests for appointments are to be reported via the online Microsoft Form: [Leave of Absence Form for Appointments](#)

If you are reporting absence for more than one child, a separate message will be required for each child.

WHAT OTHER INFORMATION CAN I SEE ABOUT MY CHILD ON ARBOR PARENT PORTAL?

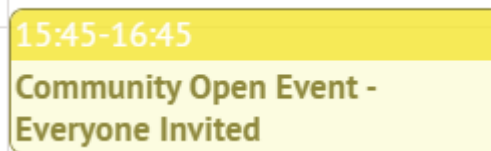
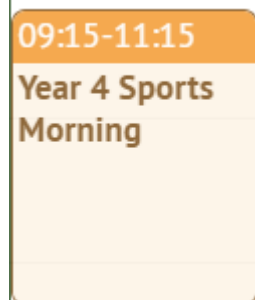
- Attendance Information
- Emergency Contacts held for your child
- View your child's end of year report (coming soon)
- Medical and Dietary Information held for your child
- Consents and Permissions

CALENDAR DATES

From the Portal and App parents will be able to view any calendar dates, including any forthcoming events (year group specific) and any extra curricular club places booked.

COMING IN SEPTEMBER 2025

Book your child's extra curricular, teacher led after school club.



Important Messages and Notifications will be sent by the App Service

Any important messages and reminders from school will be sent to parents via the free App service.

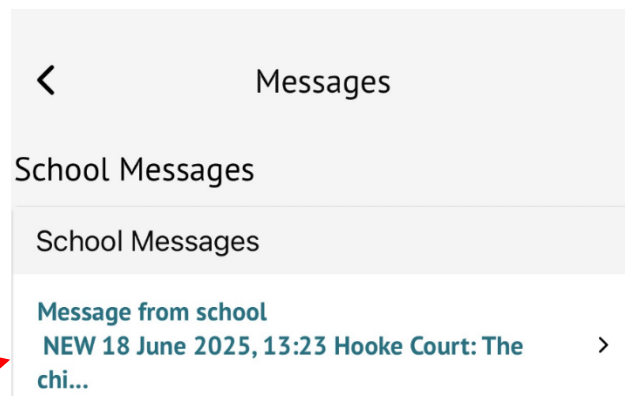
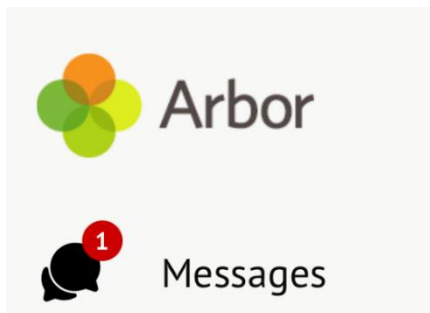
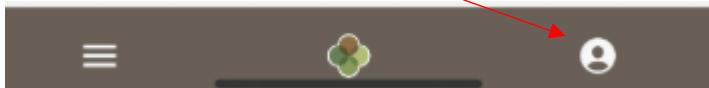
You need to make sure that push notifications have been enabled.

When you receive an App message

You will see this on your phone's home screen:



Click into your Arbor App and click here:



The start of your message will look like this:
Click on the applicable message to expand.

You will also be able to view any App messages sent on your Parent Portal:

