

## **Arbor**

The Parent Portal and Arbor App let parents register their child for a club or trip, book parents evening slots, and manage payments all from their phone or computer. Parents can also check in on their child's attendance, behaviour and progress.

It is important we have an up to date e-mail for parents/guardians so we can send you the link to set up your Parent Portal on Arbor.

It is very simple to set up, we would advise if you can, to download the Arbor app.

### **How do I book my child onto an After-School Club?**

Log in to your child's account and you will see on the right-hand side all the drop-down menus.

Select the drop-down menu 'After School Clubs' – this will then show you all the ASC's available to your child. The school do not charge for our after-school clubs so no payment is needed when booking a place. Please note if you are unable to book a place, this will mean the club is at full capacity.

### **How do I book my child onto Breakfast Club?**

Log in to your child's account and you will see on the right-hand side all the drop-down menus.

Select the drop-down menu 'Breakfast Club and the current academic year e.g. 2023/2024. You will then see all the dates for the academic year available to book. You can book a day, a week, a term or even the whole year. Please note, payment has to be made in advance for the dates you have booked. Breakfast Club is priced at £1 per day and runs from 8.00am to 8.40am. Drop off is through the car park and into the side entrance (next to the school kitchen). Children are given toast/bagel, cereals and a drink.

### **How do I give consent / pay for my child's school trip?**

Log in to your child's account and you will see on the right-hand side all the drop-down menus.

Select the drop-down menu 'School Trips for my Child'. You will then see all the school trips available for your child. You will be asked to consent to your child attending and this will also ask for a payment which is usually a contribution of £12.

### **How do I book a parent's evening consultation?**

Log in to your child's account and you will see on the right-hand side all the drop-down menus.

Select the drop-down menu 'Parent/Guardian Consultations' – this will then fetch up all days / times available to book. Select your chosen date / time and it will then confirm the booking with you. Appointment are usually done face to face in school but parents/guardians may request a zoom or telephone call if they would prefer.