



St. John's CE Primary School

Growing and learning together
Sharing the love of God

Headteacher: **Amanda Aze**
Chair of Local Advisory Board: **Vivien Sloan**

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8th February 2021

Dear Parents/carers

Welcome to Arbor

We are very excited to inform you that we have now added all of our registered nursery and preschool children on to the school's management system – Arbor. This enables us to streamline our records and gives you access to the many benefits of The Arbor App.

The Arbor App brings a Parent Portal to your phone and lets you consent or decline different permissions, book parent/carer consultation slots, register your child for a club or trip, monitor your child's attendance and allows you to receive in-app messages and reminders.

Notices will also alert you to information that is missing from your child's profile. This can include basic identity details such as religion, or details that the school require such as missing consents. You will also be able to amend details such as your contact details, medical information and so on and if you have more than one child attending St John's school, you can easily switch which child you are viewing.

To log into the Parent Portal for the first time and view your child's dashboard, you will need to follow the link in the email that will be sent to you by St John's School over the coming weeks. This email will confirm your username and will contain a link for you to click on, that will take you directly to our Parent Portal site.

There will also be a change to the way that you inform us if your child is unable to attend their session. You will now be required to telephone the school office on 01305 785711 and leave an absence message or email office@stjohnswey.dsat.org.uk with the reason for your child's absence. In circumstances where we do not hear from a parent, an absence text will be sent asking that you update the office with details.

In the meantime, in order to ensure that all of your child's details are correct, can I please ask you to complete all of the forms included with this letter and return them to Mrs Heidi Martin in the school office as soon as possible. We have enclosed a stamped addressed envelope.

Yours sincerely

Amanda Aze
Headteacher



Diocese of Salisbury
Academy Trust
'Beyond expectations for all of God's children'