



Windsor Park CE Middle School

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September 2024

Dear Parents/Carers,

Some of you will be aware that we have moved to a new system for all of our student information – Arbor. This is a wonderful system that enables school and parents to see all information that we have including behaviour information.

In order to be able to access this, you will need to either log onto Arbor or download the Arbor app. Below is a step-by-step guide on how to do this.

If you wish to log onto the Arbor website, please use the following link:

<https://windsor-park-ce-middle-school.uk.arbor.sc/?/home-ui/index>

When you log on for the first time, please click on 'First time logging in.'

You will then be sent an email to the address. Follow the link in the email that you get sent and this will take you to Arbor. When you log in, please look at the profile for your child – you can request changes to any contact details that are missing or in need of updating. This will then go to the school office to be confirmed.

If you already use Arbor at Windsor Park, you will need to use the email address that you have listed as your contact email with the school (this will be the one that we send messages to) to be able to log on.

Log in using the details that you have previously used. You will be able to see the details for all pupils that you have on roll. Please ensure this is checked carefully and that you make any changes that are necessary.

If you have problems logging in, please contact the school office.

Homework:

All homework will now be set through Arbor. This will be listed for pupils through assignments. Pupils will also have a login, which they are able to use to also access this information. All staff will list homework, along with handing in dates and any resources. This will also allow you to keep track of which assignments have been submitted and which ones are due for submission.

Attendance:

You will see a percentage attendance figure at the top of the page. If you click on this, you will be able to get the attendance certificate, detailing session by session attendance should you require one.



Behaviour

All behaviour is being logged on Arbor. This will be separated into positive behaviours and negative behaviours. You will be able to see both areas and if you click on the numbers, you will be taken to a breakdown of the events.

Parents' Evenings:

Parents' Evenings will be listed in Arbor and we will send further information regarding bookings and how to complete then in advance. You will be able to make appointments with the teaching staff that you would like to see.

Activities and Trips:

All trips and activities will be listed on Arbor for you to sign your child up for. These will appear on your homepage nearer the time of each trip. As we move through the school year, we will also be moving payments into Arbor and away from ParentPay. This is so that all school based administration is held in the same place. Further information regarding this will be sent in due course.

Should you have any questions or queries regarding Arbor, please contact the school office who will be able to assist you.

Your sincerely,



Mrs L Wilbraham-Jones
Headteacher

