

# Arbor Parent Portal

At St Peter's School we use a Management Information System called Arbor, where we store all of the records relating to the children. As part of this system, there is a Parent Portal that parents can utilise to pay for trips and meals, access attendance information, and update critical information such as your contact details, parental consent and medical conditions. The portal will also allow the school to communicate with parents via in-app messages and e-mail, so it really is a one-stop shop for all school activities.

It is recommended that when you log into the Arbor Parent Portal for the first time, you do so using a desktop computer or laptop, using Google Chrome as your web browser

**DO NOT DOWNLOAD THE ARBOR APP OR USE THE APP TO ACTIVATE YOUR ACCOUNT.**

Once your account has been activated, you can download the Arbor app from Android or iOS and access the portal via this, on any mobile devices.

## Your Child's Dashboard

**On your first login only, you will need to enter your child's date of birth to access the dashboard.**

The dashboard is the first screen that you will see. This gives a quick glance of the student's current attendance, meals, communications and parental consents.

You can return to this page at any time by clicking on the school's logo or choosing dashboard from any menu.

The screenshot shows the Arbor Parent Portal dashboard for a student named Sammy Adams. The page is divided into several sections:

- Header:** The Sunnyville School of Magic logo, user name 'Harley Adams', and the Arbor logo.
- Quick Actions:** A dropdown menu for 'Sammy Adams' with a profile picture and 'View Student Profile' button.
- Statistics:**
  - Attendance (2018/2019):** 84.0% (This year: 84.0%, Last term: 79.7%).
  - Behaviour Points - this term:** 0 (This year: 2 points, Last term: 2 points).
  - House Points - this term:** 0 (This year: 0 points, Last term: 0 points).
  - Spring Term - Grade Average:** 3.
- Spring Term - 'On Track' Progress:** 3 stars.
- Positive Behavioural Incidents - this term:** 31 (This year: 31 incidents, Last term: 76 incidents).
- Negative Behavioural Incidents - this term:** 6 (This year: 6 incidents, Last term: 17 incidents).

Other sections include:

- Guardian Consultations:** Parents Evening (24 Jun 2019, 16:00 - 26 Jun 2019, 19:00). Self-scheduling is open, please click here to book time slots.
- Overdue Assignments:** Oxbow Lakes (Due 11 Mar 2019).
- Assignments that are due:** Addition work (Due 30 Jun 2019).
- Notices:** A list of consent notices for internet access, photographing, first aid, and copyright permission.
- Current lesson:** 08:45 - 09:00, Mon, 27 Jun 2019. Registration: Year 9: Form 9GU, Room: 615, Keith Lewis.
- Next event:** 09:00 - 10:00, Mon, 27 Jun 2019.

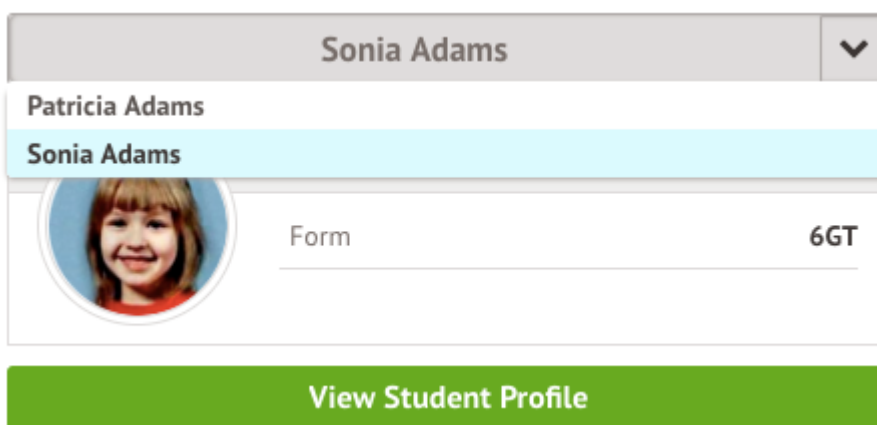
## Accounts

The **accounts** section loads the student's current Meals balance at the school. Should the amount display a balance in red, the account would be in debt whilst if the amount shows in black, the account would be in credit.

### **Being a parent/guardian for multiple children**

If you are the Primary Guardian for more than one child in the school, you can access and view each child through the same portal by clicking on the name at the drop-down menu with the children's names in the top-left of the home page, then change sibling.

**On doing this for the first time, you will need to go back to the join link, select your other child and enter their date of birth to link them to the same account. Once all of your children have been linked to your account you can switch between each child's dashboard by selecting their name from the drop down menu.**



### **Troubleshooting**

Click the link below to access the most common trouble shooting guide for your convenience.

<https://support.arbor-education.com/hc/en-us/articles/115002810985-Why-can-t-I-log-in-to-my-school-s-Parent-Portal-or-Arbor-App->