



West Moors Middle School

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Information Sheet: Arbor- Parent Portal/App

We use the Arbor Parent App to improve the efficiency and effectiveness of our engagement and communication with parents. You will be able to sign up using either your phone, tablet or PC. There are many benefits to you as a parent or carer to signing up to the app, or accessing the site online and you will require access for the following:

- Checking and updating personal information and contact information for you and your child
- Online access to view attendance data
- Ordering and paying for school meals
- Registering and paying for school trips
- Booking appointments for parent consultation afternoons
- Booking extra-curricular clubs
- Booking and paying for wrap around provision

Accessing the Arbor Parent Portal/App couldn't be easier. Follow this link to setup your account:

<https://login.arbor.sc/>

Step 1 – You must enter your email address to log in. Please note that this must match the email address that we hold on Arbor for you at the school.

Step 2 – Next, you will need to set your password. You do this by clicking on “forgotten your password?”. This will generate a password reset email, sent to your registered email account.

Step 3 – Finally, the first time you log in, you will be asked to read and confirm Arbor's terms and conditions. As a security measure you will be prompted to confirm your child's date of birth. (If you have more than 1 child at the school, please confirm the date of birth of your eldest child. Once you are logged in, you will be able to switch between children).

The Arbor help centre has fantastic guides on using the App and the Portal. The help centre can be found here.

<https://support.arbor-education.com/hc/en-us/categories/360003289557-Parent-Portal-and-Arbor-App-as-a-parent>

Extra-Curricular Clubs

Bookings for extra-curricular clubs are made on Arbor and you will be able to book during the first week of term. A communication will be sent nearer the time to confirm the date and time that bookings will go live. The clubs will not commence until the second week of term. We work within national staff to pupil ratios, therefore, all clubs will have a maximum capacity and available spaces will be allocated on a **first come, first-served basis**.



Thriving to Achieve our Best – Together
Head Teacher: Dr D Craddock PhD MA BSc (Hons) NPQH



Wraparound Care Bookings

In addition to the extra-curricular clubs, we run our “Early Birds” breakfast club and “Lucky Lizards” after school club.

Breakfast club runs from 7.30am each day and you are able to book for either a full hour session 7.30am – 8.30am at a cost of £4.50 or a half hour session from 8am – 8.30am at a cost of £2.25.

Lucky Lizards runs from 3.30pm – 5.30pm on Monday – Thursday and 3.30pm – 4.30pm on Fridays. As with breakfast club, you will have the option to select whether you require a 1 hour session or the full 2 hours. A 1 hour session has a cost of £4.50 and a 2 hour session is £9.00.

Please ensure you select the correct sessions required. Any sessions selected will need to be paid for in advance at the time of booking to secure the place.

School Meals

School meals orders will be transferred from our current ordering system to Arbor during the summer term. Once this transfer has been finalised, further information will be sent on menu options and how to book and pay for meals.