



West Moors Middle School

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7th December 2022

Dear Parent/Carer,

Ref: New School Management System

We mentioned in a recent weekly news bulletin that we, as a school, are moving away from our old management system of SIMs to a new 'cloud' system called Arbor.

We started planning for this change in Summer 2022, and as a lot of schools have recently switched from SIMS to Arbor, this has meant that our integration slot commenced from October 2022. In essence, nothing much will change for students but as teachers and parents/ carers there are some additional features to the new system that we are very excited about.

Training on the new system has been taking place for our school staff this term but until the system goes 'live' in January this training is reasonably limited meaning we will be on a steep learning curve in the New Year. One of the additional features is that parents/ carers receive notifications for more individual events, including every single achievement or House Point.

We wanted to draw your attention to this change in system and communication as we will soon be sending out details of how parents/carers can use a new Parent Portal, which will allow you to update your child's details, view consents and attendance.

We would ask that you bear with us while we establish our new routines within the endless possibilities Arbor allows us and during the Spring Term, we will set up the new Parent Portal. This system will enable you to receive much more communication from us regards your child's life at school and we will work with all stakeholders to ensure we find the right balance as quickly as possible.

In the meantime, please ensure that you update us with any change in contact details or medical conditions so we can keep our school records up to date.

Wraparound Care Bookings

Paper booking forms will be sent out this week regarding the booking of wraparound care from January 2023. To allow time to set up the provision on Arbor, we are asking parents to pre-book for the **first week only** using a paper booking form. Bookings will then open on Arbor from **Wednesday 4th January** for the week commencing 9th January onwards. Any sessions booked for the first week via this form will then be debited. From 4th January, you will then be able to select any future sessions required online and make payment. Any balances owing on ParentPay as a credit or debit, will be transferred over to Arbor. Available spaces will be allocated on a first come, first-served basis.



Headteacher: Dr D Craddock PhD MA BSc (Hons) NPQH



Extra-Curricular Clubs

No extra-curricular clubs run during the first week of every half term. In Spring 1, this means that clubs will commence from Monday 9th January and a list will be sent out this week regarding which clubs will be running, with details of the days and times that they will be held. Bookings will need to be made via Arbor and will open from **Wednesday 4th January**. Working within national staff to pupil ratios, all clubs will have a maximum capacity and available spaces will be allocated on a **first come, first-served basis**.

Meal Selection

We will be moving to Arbor for meal selection in the near future, however, to allow a settling period for staff and parents / carers to adjust to the use of the new system, this will be slightly delayed. Meal selections will continue to be made on the current system until further notice. Further information on a transition date will be communicated in the New Year. At the point of transition, any balances owing on ParentPay as a credit or debit, will be transferred over to Arbor. Please try to clear any debits owing and keep any credits to a reasonable amount to avoid large balances having to be transferred.

Cashless School

Our aim is to become a cashless school, however, we are aware that this is not suitable for all of our parents / carers. We will therefore accept cash in some circumstances, where paying online is not possible. If you are unable to pay online for meals and will be sending cash on a regular basis, please can we ask that this is brought in to the office weekly on a Monday. This will enable us to credit those pupils' accounts and then any meals that week will be debited accordingly. Where children are bringing in cash on an ad-hoc basis, it is difficult to keep track and creates additional work for the kitchen and finance staff trying to track who has paid cash and manually update their accounts on a daily basis. We would appreciate your support with this.

As we transition between systems, please can we ask for your patience and understanding as in the longer term, this change will make a significant, positive difference to the school community's data information system and communications.

Yours sincerely,



Dr Deborah Craddock

Head Teacher