

Dear Parents/Carer,

Woodrush school use Arbor for our School MIS (Management Information System) provider. This system helps collect, store, manage and use all the information we need for the effective daily running of the school. One reason we use Arbor is because of its effective tool to help improve communication between school and parents by using the **Parent Portal and Parent App**. This enables parents to receive daily information regarding your child including:

- ✓ Receive regular communications eg: letters/emails/text from staff
- ✓ Receive notifications about your child's behaviour, achievement and attendance
- ✓ View your child's school calendar (timetable)
- ✓ View your child most recent progress report.



You will receive a welcome email with guidance of how to log in to the Arbor parent portal. Please use the instructions overleaf to help get you started using the Parent portal and Parent App. **We recommend that you log in for the first time on a desktop computer, using Chrome as your web browser.**

Please find further information on our school website in the Arbor section in parents and carers area. If you require further support please email reception@woodrush.org.

We will be using the Arbor Parent App to notify Parent/Carers instead of using text messages and it is important that you download the app as soon as possible.

Please note that the routes for you to communicate information to school remain to be by email or phone call to the school office; please do not use text messages as they will not be responded to.

Our aim is that the Parent Portal will continue to improve the way we communicate with you to support your child at Woodrush.

Thank you for your continued partnership.

Yours Faithfully

Mrs Holtom-Brown