A quick introduction to Arbor for parents and carers

This quick guide covers how to log in, navigate the homepage dashboard, and access various features such as attendance statistics and communication tools. It also explains how to switch between multiple children's profiles and view information about each child's academic progress.

Logging In: You will have received a welcome email please follow the instructions to set a password on your account. The login is at: https://login.arbor.sc/ . Once you have registered on the Portal you may wish to download the app via Play/Store, search for Arbor and download and install the 'Arbor Parent app'. Make sure you allow push notifications to ensure you are notified when messages are sent by the school.

Your Homepage Dashboard is the first screen that you will see. This gives a quick glance of the pupil's daily timetable, behaviour and ASPIRE points, current attendance and progress. You can see any in-app messages by clicking the 'messages' button under your child's photo.
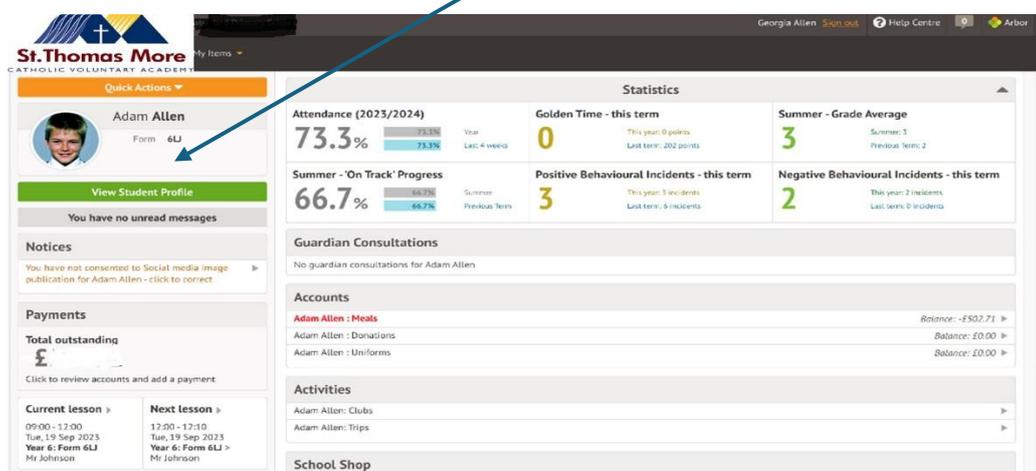
You can return to this page at any time by clicking on the school's logo or choosing Dashboard from any menu. On the homepage you'll also see: Statistics - this shows information about the pupil's attendance, behaviour and other statistics for the current term.

 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. On the first access you will need to enter your child's date of birth.

On the Parent Portal: On the left-hand side of your homepage, click the arrow next to the current child's name. Select the other child. You may need to enter your other child's date of birth.

On the Parent App: Click the profile icon at the bottom right of your screen and click **Switch student**.
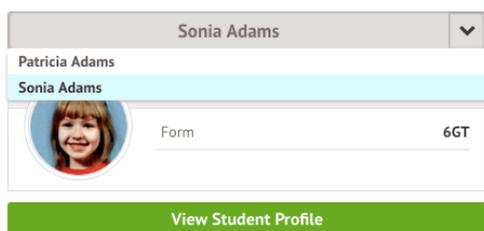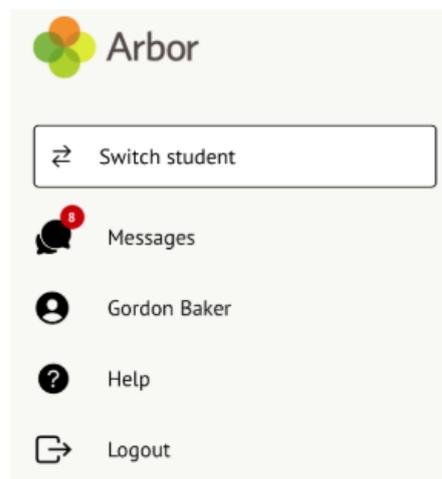
Available data on your child: You will be able to click on different parts of the home page to view more data on your child. For example, clicking the attendance percentage will bring up the attendance page which breaks down the attendance figures into present, late, or absent.

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Once you've clicked on Attendance or another item, you will see a menu appear in the left-hand side of the page you are now on:

Student Profile: Access your child's profile by clicking the **View Student Profile** button on your homepage. This allows you to see basic information about your child and highlights any unread notices or actions needing to be completed. You will be able to amend details such as your contact details, medical information and consents.

From here you can access more areas of their profile:

- Calendar and Timetable

- Attendance - The *summary* page shows statistics and recent attendance for the academic year as shown. The *Attendance By Date* page is a breakdown of the student's attendance, day by day with the mark.

- Behaviour - View positive (ASPIRE points) and negative behaviour.

- Report cards – Interim reports will be available here.

- Examinations - In this section, you can view and download Y11 pupil's GCSE Exams timetable for the current year.

- Contact Details: You can edit or delete any contact details where there is an arrow symbol. Just click the field, click the **Edit** button, then edit or delete. **Please contact the school if address details need to be changed. Thank you**

Click on the links above to access detailed instructions and further information on the Arbor website.

If you require any further help with the Parent Portal or app please email:
STMPortal@stm.srscmat.co.uk

Thank you