



Arbor – a parents guide

The Parent Portal and Arbor App let parents register their child for a club or trip, book parents evening slots, and manage payments all from their phone or computer. Parents can also check in on their child's attendance, behaviour and progress.

Arbor is only for parents at schools using the Arbor Management Information System (MIS), who have enabled the Parent Portal. More areas of the portal may open up in time if parents are using the portal/app.

If you are having difficulty using Arbor, please contact your school. Please do not contact Arbor directly.

What is the Parent Portal?

The Parent Portal is our web version of Arbor that is also accessible to guardians on a laptop or computer.

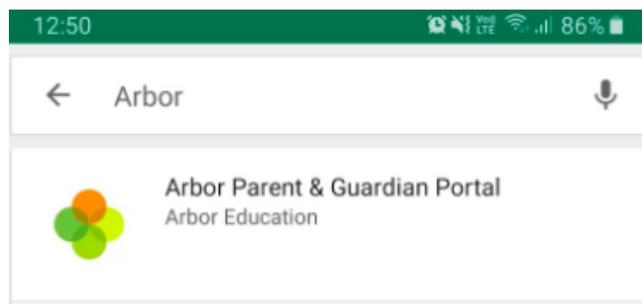
What is the Arbor App?

The Arbor App is an app based version of Arbor and the Parent Portal, it works on IOS and Android.

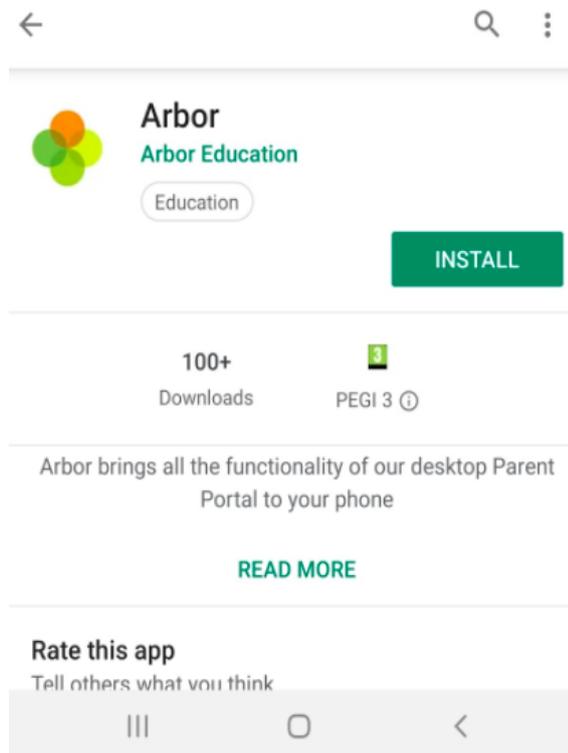
Downloading the Arbor App

Android

Go to your Play store and search for 'Arbor'. Click the top option.

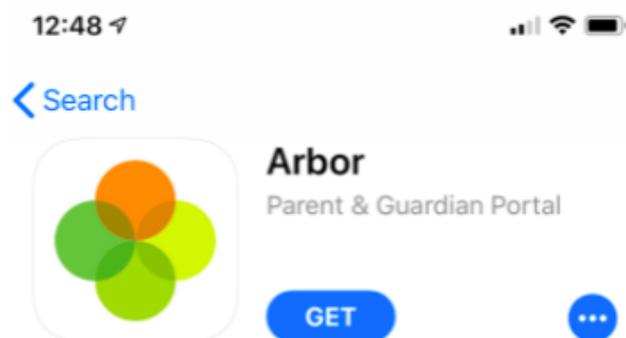


Click **Install** to download the Arbor App. Once it has installed, click **Open**.



IOS

Go to your App Store and search 'Arbor'. Click the top option. Click **Get** to download the Arbor App.



Your Homepage Dashboard

The dashboard is the first screen that you will see. This gives a quick glance of the student's daily timetable, behaviour points, meals, notices, current attendance and progress.

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

- The Statistics section shows information about the student's attendance, behaviour and progress statistics for the current term.
- [Guardian consultations](#) - The **Guardian Consultations** section allows guardians to book time for Parents Evening meetings by selecting one of the available slots as per the School's setup.
- [Assignments](#) - This section shows any homework or coursework assignments that are due, overdue or marked.

The Sunnyville School of Magic Harley, Adams. [Sign out](#)   [Help](#)

My Items ▾

Quick Actions ▾

Sammy Adams ▾



Sammy Adams ♀

Form 9GU

View Student Profile

You have no unread messages

Notices

- [You have not consented to Internet Access for Sammy Adams - click to correct](#)
- [You have not consented to Photograph Student for Sammy Adams - click to correct](#)
- [You have not consented to Administer First Aid for Sammy Adams - click to correct](#)
- [You have not consented to Copyright Permission for Sammy Adams - click to correct](#)

Current lesson ▶	Next event ▶
08:45 - 09:00 Mon, 17 Jun 2019 Registration: Year 9: Form 9GU Room: 615 Keith Lewis	09:00 - 10:00 Mon, 17 Jun 2019

Statistics

Attendance (2018/2019)

84.0%

84.0% Year

70.7% Last 4 weeks

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

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) Late ▶

Assignments that are due

Addition work (Due 30 Jun 2019) Waiting for student to submit ▶

Available data on your child

If your child's school has granted access, 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.

Statistics

Attendance (2017/2018)

90.7%

90.7% Year

100% Last 4 weeks

Summer Term - Grade Average

35

Summer Term: 34.7
Previous Term: 33.1

Behaviour Points - this term

7

This year: 7 points
Last term: 0 points

Summer Term - 'On Track' Progress

66.7%

66.7% Summer Term

66.7% Previous Term

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

Megan's page

- Main Dashboard
- Profile
- Calendar
- ▼ Attendance
 - Summary
 - By Date
- Progress
- ▶ Activities
- Behaviour
- ▶ Curriculum Tracking
- ▶ Examinations
- Report Cards
- ▶ Accounts
- ▶ Guardian Consultations

Recent Attendance for Megan Hill

Statistics for Academic Year 2018/2019

Possible sessions	404
Present	398 sessions (98.51%)
Late	12 sessions (3.02%)
Authorised absent	6 sessions (1.49%)
Unauthorised absent	0 sessions (0.00%)

Recent Attendance (12 Jun 2019 - 19 Jun 2019)

Present	9 sessions (100.00%)
Late	0 sessions (0.00%)
Authorised absent	0 sessions (0.00%)
Unauthorised absent	0 sessions (0.00%)

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, consents, and so on.

From here you can access more areas of their profile for:

- [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 the positive and negative behaviour points given as well as any comments that may have been written about the instances.
- [Report cards](#) - All the report cards that your school has published for your child will be available here.
- [Progress](#) - You can view your child's current grades here.
- [Examinations](#) - In this section, you can view and download the student's Exams timetable for the current year.

Megan's page

- Main Dashboard
- Profile
- Calendar
- ▶ Attendance
- Progress
- ▶ Activities
- Behaviour
- ▶ Curriculum Tracking
- ▶ Examinations
- Report Cards
- ▶ Accounts
- ▶ Guardian Consultations

Megan Hill ♀

Form	1ONE	Year	Year 10
House	Acklam	Tutor	Rosie Hall

Notices

- Megan Hill does not have a religion recorded - [click to correct](#) ▶
- You have not consented to Photograph Student for Megan Hill - [click to correct](#) ▶
- You have not consented to Specific photo consent for Megan Hill - [click to correct](#) ▶

Student Details

Name	Megan Hill	▶
Gender	Female	▶
Date of birth	30 May 2004	
Ethnicity	Pakistani	▶
Religion	Not recorded - click to add	▶
Language	English (Native speaker)	▶
Service child	No	

Instructions ▲

This page lets you add and edit information and guardian details for Megan Hill.

Information that can be edited is marked by an arrow at the right hand side of the line that the information is on. Simply click anywhere in the line and an editing pane will slide out.

Add Information ▼

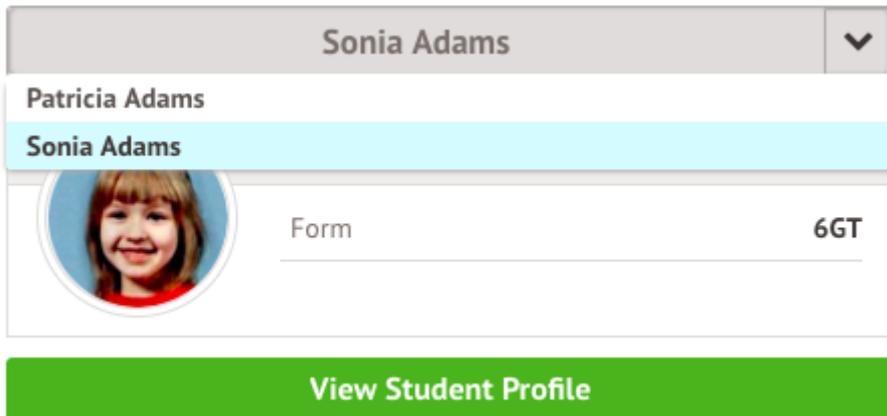
Being a guardian for multiple children - switching students

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 Parent Portal

On the left-hand side of your homepage, click the arrow next to the current child's name. Select the other child.

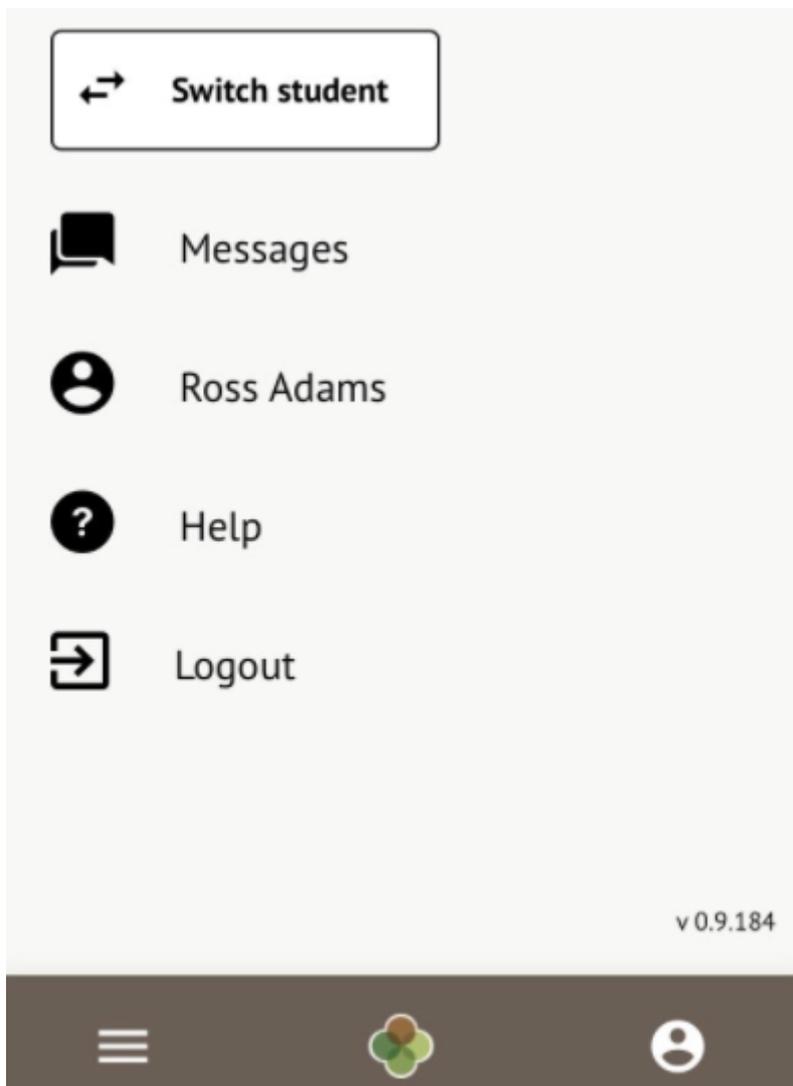
When doing this for the first time, you will need to enter your other child's date of birth.



The screenshot shows a dropdown menu for switching students. At the top, a grey bar displays the current student's name, "Sonia Adams", with a downward-pointing arrow on the right. Below this, a list of names is shown: "Patricia Adams" and "Sonia Adams". The "Sonia Adams" option is highlighted with a light blue background. Below the list, there is a circular profile picture of a young girl with blonde hair, followed by the text "Form" and "6GT". At the bottom of the menu is a green button with the text "View Student Profile".

On the Arbor App

Click the profile icon at the bottom right of your screen and click **Switch student**.



The screenshot shows the profile menu in the Arbor App. At the top, there is a button with a double-headed arrow icon and the text "Switch student". Below this are four menu items: "Messages" with a speech bubble icon, "Ross Adams" with a person icon, "Help" with a question mark icon, and "Logout" with a right-pointing arrow icon. At the bottom right of the screen, the version number "v 0.9.184" is displayed. The bottom navigation bar contains three icons: a hamburger menu, a four-leaf clover logo, and a person icon.

Choose which child you would like to view.

Back	Select One
Switch student	✓
Dennis Adams	
Kimberly Adams	

If this is the first time you are viewing information for this child, you will have to confirm their birth date.

Verify Access to Kimberly

To verify that you are authorised to access Kimberly on the Arbor system, please enter Kimberly's date of birth.



Date of birth

2011-06-06

Verify Access