



Blyton cum Laughton

Church of England Primary School

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www.blyton.lincs.sch.uk Headteacher: Mr. Karl Duke BA(Hons), PGCE

Dear Parents and Carers,

As you may know, we have recently moved to a new school management information system called Arbor. Arbor will now replace SchoolPing as our main way of communicating with parents (don't worry – we're keeping ClassDojo!)

Please Set up Your Arbor Account Between Thursday 5th and Friday 13th March

We kindly ask that all parents follow the 'how to' instructions overleaf and set up their account by Friday 13th March because, after that date, all school communications will be sent via Arbor (and Class Dojo).

What Arbor allows you to do:

- Receive and respond to school messages
- Send messages to the school office (these will be received by Miss Miller)
- Book Parents' Evening appointments
- Book Breakfast and After-School Club
- Make payments
- View your child's attendance and key information
- Update your child's details (any changes must still be approved by school)
For example, if your mobile number changes, you can update this yourself in the "Profile" section of the app

If you have more than one child at the school, you will only need one Arbor account and all of your children will appear within the same login.

All parents and carers who are recorded as a "guardian" on their child's Arbor profile will receive an email inviting them to set up their own account.

Further information regarding how to book and pay for Breakfast and After-School Club through Arbor will be sent out shortly. Clear guidance will be provided before these features go live.

Messages sent via Arbor will be responded to during normal school office hours.

As with any new system, we are still becoming familiar with Arbor and there may be minor teething issues while we all adjust. We appreciate your patience and support during this transition and are confident that Arbor will provide a smoother and more efficient way for us to communicate moving forward.

How to Set-up your Arbor Account

On Thursday 5th March, all registered guardians will receive an email from Arbor containing their login details. *Please check your junk or spam folder.*

Please make sure you use the same email address that is registered with school. If you are unsure which email address we hold for you, please contact the school office.

We recommend setting up your account using the Arbor app:

1. Download the "Arbor" app from the App Store or Google Play
2. Open the app and click "Forgotten password?"
3. Enter the email address registered with the school
4. Arbor will send you a password reset email (please check your junk or spam)
5. Click the link in the email and set your password
You may be directed to a web browser page to complete the setup
6. Accept Arbor's terms and conditions
7. Enter your child's date of birth to verify your account
8. Once complete, return to the Arbor app and log in using your new password
9. We recommend selecting "Remember my password" to remain logged in

If you have not received your login email by Friday 6th March, please contact Miss Miller.

Arbor will be 'live' from Monday 16th March, until this date, you will continue to receive messages through SchoolPing.

Kind regards,

A handwritten signature in black ink, appearing to be the initials 'JM' in a cursive style.

Miss Miller
Senior Administrator