<u>Arbor</u>

Arbor is a cloud-based, completely secure and GDPR compliant pupil management system. It allows us to hold accurate and up to date information, as well as enabling parents to logon from home to update their child's details.

Please follow the instructions below carefully when logging in for the first time:

- It is strongly advised that you use a PC or laptop in order to display the page correctly. There is then a mobile app for future use.
- You should receive an activation email with a link to Arbor (check your junk/spam folder in case it goes into there). The link will expire after a few days; if you haven't managed to login by then you will need to contact the office to reset it.
- Copy & paste the web link into Google Chrome if this is not your usual browser this is the most secure and the best for displaying the page.
- For confirmation, Arbor will ask you for your child's date of birth enter your eldest child's first if you have more than one.
- Your home screen may appear blank when you first logon. In the top left corner you will see your child's name, next to which will be a small downward arrow to toggle between siblings.
- Click on the long green bar to view the student profile.

You will see some notifications at the top of the page, alerting you to any missing bits of information which you can then fill in. Any changes will automatically get sent to the school office for approval, so we will know of any updates as soon as you make them.

IM IM	legan Hill 🌻				Instructions	
E E	armi	10NE	Year	Year 10	This page lets you add and edit information guardian details for Megan Hill.	and
HESP H	louse	Acklam	Tutor	Rosie Hall	Information that can be edited is marked by	an arrow at
					the right hand side of the line that the inform	nation is on.
Notices					Simply click anywhere in the line and an edi will slide out.	ting pane
Megan Hill does not ha	we a religion recorded	- click to correct.		*		
You have not consented to Photograph Student for Megan Hill - click to correct				Þ	Add Information 🖛	
You have not consented	d to Specific photo con	sent for Megan Hill - click	to correct	1 ×		
Student Details						
	Name Megan Hill					
	Name Megan Hill			>		
	Name Megan Hill Sender Female			3- 3-		
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G Date of	Sender Female			k k		
G Date of Eth	Gender Female # birth 30 May 2004 hnicity Pakistani	I - click to add		3 3 3 3		
G Date of Eth Re	Gender Female # birth 30 May 2004 hnicity Pakistani	- click to add		5 5 5 5 5		







The most important areas to complete in full are:

- Emergency contact details
- Medical & dietary information
- Parental Consents

Due to GDPR restrictions, you will be able to see the names of anyone linked to your child, but will not be able to view their personal details. If you need to update details of any parent or guardian other than yourself, please ask at the office.

Your child's dashboard will show various areas of information such as current attendance, lesson planner and any upcoming clubs or trips they may be a part of. This is also where you can make payments and book guardian consultations (parents evenings).

Please note that all cheques for school should be made payable to Red Kite Learning Trust

