

# Thomas Eaton Primary Academy

Part of The Diamond Learning Partnership Trust

Established in the Queen's Jubilee Year 2012

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Executive Headteacher: Mrs Susannah Connell BSc MA (Ed Mgt) NPQH  
Head of school: Mrs Nicola Jones BEd NPQH

Dear Parent/Carer

## **ARBOR**

We use a MIS called Arbor.

Here is a useful guide for you to refer to (<https://support.arbor-education.com/hc/en-us/articles/212097029-Using-Parent-Portal-A-Parent-s-Guide>).

There is lots of functionality on Arbor that we are using (eg attendance/behaviour/assessments/on line payments for dinners/trip payments) and we will gradually add to this. You will be notified as and when further functionality becomes available.

Important information:

- For your first time login you will need to do this from a computer not your phone. This is because of various popups where you will need to confirm certain details about you child(ren) (eg DOB).
- If you have more than one child you will need to click in where you see your first child's name listed and then this will give you a drop down menu to select other children.
- Please ensure that you save the email contact from this email so subsequent emails don't go into your spam/junk folders.
- Once you have successfully confirmed your child's details etc from a computer you will then be able to access the link from your smartphone etc.

Arbor also has an App and this is the link to install the App on your device: <https://support.arbor-education.com/hc/en-us/sections/201716749-Parent-Portal-and-the-Arbor-App-as-a-parent>.

When your child starts full time in September you will receive a welcome email with your login details.

Thank you,

School Office

The Diamond Learning Partnership Trust is a company registered in England and Wales.  
Registered Company No: 8062508. Registered Office: Andrew Road, Eynesbury, St. Neots, Cambs. PE19 2QE

