



**Braunstone Frith**  
Primary Academy



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Dear Parents / Carers

Parents evenings will be on **Tuesday 15th October and Wednesday 16th October.**

We think it's really important for you to speak to your child's teacher about their learning behaviours, progress and how we will make all children ready for the next stage in their education.

The appointments will be limited to 10 minutes so that there is an opportunity for teachers to talk to all parents.

To book an appointment you will need to use the booking system on the Arbor App. Please use the instructions included in this letter. The school will need to have on record an email address linked to your child for this to work. If you are having any difficulties booking an appointment, please do not hesitate to contact the school office for support in using the App.

Welcome emails have been sent out earlier in the week to parents who haven't logged into the Arbor App already so please look out for those.

The booking system opens at 9.00am on Thursday 3rd October.

School Office  
Braunstone Frith Primary Academy



## Logging in on the Parent Portal

### Logging in for the first time

The welcome email from your school will contain your login details and a link that will take you to the browser version of the Parent Portal where you need to set up a password.

You can reset your password using a computer, or using a mobile browser on your phone or tablet.

Hi Pamela,

Welcome to Arbor! Arbor is using Arbor and has set up an account for you.

To finish creating your account, you just need to set a password. You can do this by going to [login.arbor.sc](https://login.arbor.sc), clicking on 'Forgotten Password?' and following the instructions on screen.

Your username is: [gwyn.mabo@arbor-education.com](mailto:gwyn.mabo@arbor-education.com)

If you have trouble setting up your password or have general questions about the Parent Portal, visit [this Help Centre article](#). For any other queries, please contact Arbor.

All the best,  
Arbor

1. Click the link, then click Forgot your password? Add in your email address then click Reset password.

### Forgot your password?

No problem! Just enter the email address associated with your account below, and we'll email you with a link to reset your password.

Reset password

If you have a child at more than one Arbor school, you will be asked to select the appropriate school.

2. You'll then receive another email. Click the link in this email to set your password.

We've just received a request to change your password on your Arbor account.

If you requested this password change, please click the link below to set your password:

<https://gwyn1.uk.arbor.sc/auth/change-password/id/2008/hash/MTBKNzlwOWMIMDg1MS00N2VjLWl3MzAtAINGVmZTUwOGM3Yjc5LjE2MjA4MDkzMDE=>

Use your email address when you log in next time:

Username: [gwyn.mabo@arbor-education.com](mailto:gwyn.mabo@arbor-education.com)

If you didn't ask to change your password, you can ignore this email. No changes will be made to your account.

All the best,  
Team Arbor

3. Create your password. You will then be logged in when you click Create password.

## Create password

New password

Confirm password

**Create password**

4. Click to accept the terms and conditions.

Arbor System Terms of Use

**Welcome to Arbor!**  
Before you get started, we need you to download, read and agree to our standard user terms & conditions.  
When you're ready, tick 'I agree', then click 'Accept' and we'll get you set up.

[View user terms & conditions](#)

I agree to Arbor's standard user terms & conditions Cancel Accept

5. As a security precaution, you will then be asked to confirm one of your children's dates of birth. Once you click verify, you will now be logged in!

You can then close your browser and switch to using the app.

Verify Account

As this is your first time using the system we need you to verify your account.

To verify you account, please enter the date of birth of one of your children at the school

Date of birth\*

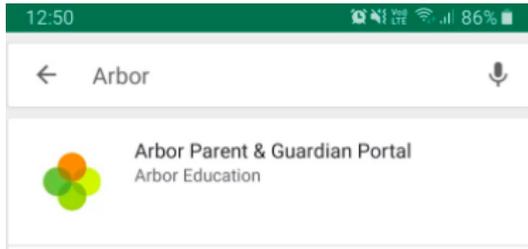
Cancel Verify

## Downloading the Arbor App

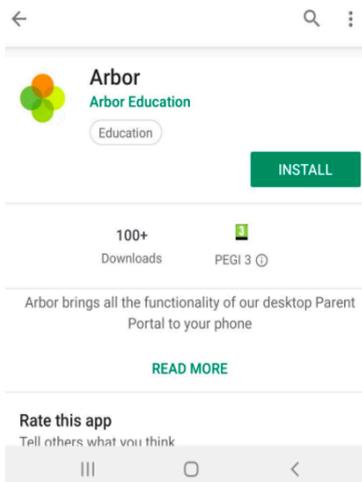


### Android

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

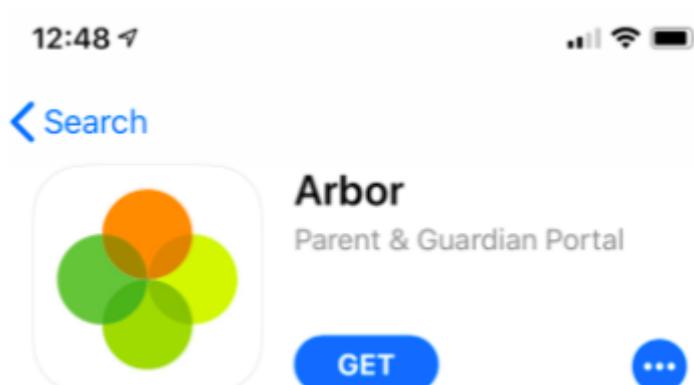


2. Click Install to download the Arbor App. Once it has installed, click Open.



### IOS (Iphone)

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



## Booking Guardian Consultations (Parents evening)



**Archie Parker**

Negative Behavioural Incidents - this term

**4**                      **10**  
This year: 22 incidents      Last term: 10 incidents

**Guardian Consultations**

Spring Parents Evening  
(10 Feb 2022, 15:00 -  
10 Feb 2022, 18:00) >

Self scheduling is open, please click  
here to book time slots.

Accounts ▾

Guardian Consultations ▲

Spring Parents Evening

☰            👤

On the main page, if your school has opened booking, you can select Guardian Consultations.

You can also use the menu. Click the menu icon at the bottom left of your screen, then select *Guardian Consultations*.

**Consultation dates**  
10 Feb 2022, 15:00 - 18:00

**Self scheduling period**  
01 Feb 2022, 08:00 - 10 Feb 2022, 08:00

**Instructions**

This page displays guardian consultation meetings concerning you and your children. Click the row of each meeting to book a slot or view further information. If you have missed the self-service scheduling period, you will need to contact the school to book an appointment.

[Download My Meetings](#)

**Meetings**

**Meeting for Archie Parker**  
**Students:** Archie Parker  
**Form/Class:** 7A  
**Staff:** Abigail Graham  
**Time Slot:** Not booked >  
Self scheduling is open from  
01 Feb 2022, 08:00 -  
10 Feb 2022, 08:00, please click to book  
time slot

This will take you to the consultation page. You can see the dates you can book meeting slots within, and also see when you can book these slots until.

You can download a list of the meetings you have booked as a PDF by clicking on the green Download my meetings button.

**Meeting**  
7A meeting (Archie Parker)

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**Meeting with staff**  
Abigail Graham

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**Concerning student**  
Archie Parker

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Guardian(s) attending

- Stephen Parker
- Yvonne Parker

Time slot

10 Feb 2022, 15:00 ▼

**Book Time Slot**

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**Notes**

No notes added.

**Add Note**

To book a meeting, click the available meeting at the bottom of the screen.

Click on the Time slot drop-down and choose the time you would like to attend the consultation, and which and which guardians will be attending. Top Tip: You can select from any guardians the school has linked to the child, but only guardians with parental responsibility can log into Parent Portal.

If you can't select a time slot, it means the staff member has not been given a period of availability - get in touch with your school and ask them to add this into their setup to enable you to book a slot.

Make sure at least one guardian is ticked or you won't be able to click the Book Time Slot button.

**Are you sure?**

Are you sure you want to book this time slot? A confirmation will be sent by email.

You will be asked to confirm your choice and you'll be sent an email confirmation.

Close

Yes

**Meetings**

**Meeting for Archie Parker**  
**Students:** Archie Parker  
**Form/Class:** 7A  
**Staff:** Abigail Graham  
**Time Slot:** 10 Feb 2022, 15:00 - 15:10

The page will then show that your booking has been successful.

Change time slot

Change time slot ▼

Amend Guardians

Reschedule Meeting

You can edit your booking by returning to the page and clicking on your booking. Select a different time slot and click Reschedule meeting to change your slot.

Guardian(s) attending

Stephen Parker

Yvonne Parker

**Time slot**  
10 Feb 2022, 15:00 - 15:10

Cancel

Save

Are you sure?

Click Amend guardians to remove one of the child's guardians or add them back into the meeting.

Are you sure you want to amend the guardians attending this meeting?

Close

Yes

You won't be able to remove all guardians from the slot, and you'll receive this error.

Guardian(s) attending

Stephen Parker

**Time slot**  
10 Feb 2022, 15:00 - 15:10

Cancel

Save

Validation errors

Change time slot is required.

Close

If you've unticked yourself as the attending guardian, you'll have the option to book a separate meeting slot if your school allows this.

If you want to remove an incorrect booking or add yourself back into the original booking, get in touch with the school office and ask them to amend this for you.

You're currently not a participant of this meeting , if you believe you should be, then please contact the school office. Alternatively, you can book a separate meeting with the staff member by clicking the "Book separate meeting" button below.

[Book Separate Meeting](#)