



## ROSSETT ACRE PRIMARY SCHOOL

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Headteacher: Corrine Penhale Deputy Headteacher: Kate Woodcock

*Our school:*

Charity No.1048680

*'Excellence and happiness for all'*

## Arbor

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 log on 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 which you can download 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 may expire after a few days; if you haven't managed to login by then you will need to contact the office to reset it.
- To log in, go to <https://rossett-acre-primary.uk.arbor.sc/?/home-ui/index> and click the 'First time logging in?' link.
- Add in the email address this message was sent to, and you will get an email you can use to set your password and login.
- Please copy and 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 properly.
- 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 log on. In the top left corner you will be able to see your child's name, next to which will be a small downward arrow which allows you 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 be sent to the school office for approval, so we know of any updates as soon as you make them.

### The most important areas to complete in full are:

- Emergency contact details eg. mother, father, grandparents.
- Medical and dietary information
- Parental consents

P.T.O.



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 the details of any parent or guardian other than yourself, please contact the office.