

Tuesday, 15 May 2018

LA0482

Dear Parent/Carer,

**New Parent Portal for:
Meal Payments, School Trips, Clubs and more**

We are pleased to be able to launch our new Parent Portal, Arbor, to parents.


This means that from **Monday 14th May 2018** all payments for school meals, trips and more, will need to be made using Arbor. Please see the attached screen shots as a guide for making payments.


From **Tuesday 5th June 2018** it will also be used to send messages and letters home to parents via text or email.

What you need to do now –

Click on the following link -

<https://leighton-academy.uk.arbor.sc>

On safari on an iPhone if you click on this logo,  and select 'Add to Home Screen'. This will create an app icon on your mobile device.

On Google Chrome on any mobile device, if you click on in  the top right hand corner then choose 'Add to Home Screen', this will create an app icon on your mobile device.

To log in to your child's account please use the email address we hold for you in school and select 'forgotten password'. This will then send you a link to reset your own password for the system.

An added advantage is that you can now update yours and your child's personal information directly onto Arbor, including your contact telephone numbers, change of address and more.

If you would like any help using the new system please call into the school office.

Yours sincerely



**Mrs J Young
Principal**

