

Newlands Girls' School

Courage Commitment Compassion

Headteacher: Miss J. Capon



01628 625068



office@newlandsgirls.co.uk



www.newlandsgirlsschool.co.uk



Farm Road, Maidenhead, Berks SL6 5JB

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Dear Parents and Carers

Re: Arbor Parent Portal and Parent App

Effective communication with parents and carers is of paramount importance to us at Newlands Girls' School. As part of our developments for the future, we have recently moved our school Management Information System (MIS) to Arbor.

Arbor is used to send out letters, reminders, information about events, copies of our electronic weekly newsletter *Newlands News* etc. Another facility allows parents and carers to advise us that their child is going to be absent from school and to view their child's timetable and attendance using the Arbor site or app.

If your child is absent and you have not informed the school, you will receive an email informing you of the absence and requesting that you email attendance@newlandsgirls.co.uk to explain this.

By sending messages directly to you we can ensure that if your child is absent, you can reply quickly and easily to inform us and help keep them safe.

In preparation, we ask that you download the Arbor Parent App onto your mobile phone / tablet in preparation for when we send you a link when your child begins at Newlands to access this system. Parents and carers are able to make certain changes to their child's details via this system.

To enable us to send messages to you, it is very important that **Box A** on the Admission Form is completed with all your contact details, **including an email address**.

Yours sincerely

Miss J. Capon
Headteacher

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

