



21 July 2025

Dear Parent/Carer

### **Data Collection and your Arbor Parent Account**

To meet our legal obligations and support essential school functions—such as student registration, communication with families, assessment management, and student health records—we are required to collect specific information from parents and carers. This information is collected and securely managed online via our school's management system, Arbor.

Since the move to Arbor Parent, it is simple for you to update your personal data (or your child's personal data) by reviewing this in Arbor Parent, and we ask that all parents/carers review their data before the new term in September. It is vital that we hold the correct information to ensure we can contact you as and when necessary.

Please log-in to Arbor Parent to update your records before September (guidance is on page 2 of this letter).

Through Arbor, you can:

- Receive instant messages
- Check and update your contact details
- Complete required consent forms (including biometric consent, which is essential for your child to purchase food in the dining hall)
- Sign your child(ren) up for clubs (Ellis Electives) and school trips
- Pay for meals and other school-related costs
- Check your child's Guilford Gold (our behaviour points system)

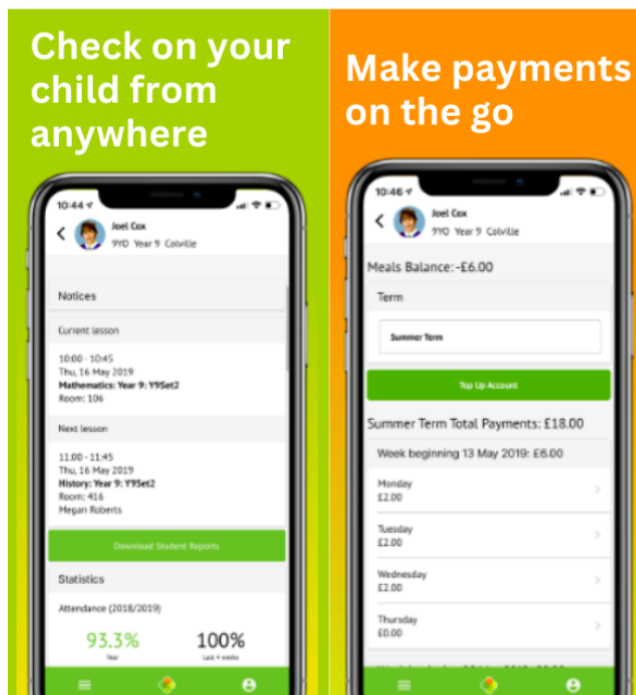
If you are not actively using Arbor Parent, please download the Arbor Parent App or log in through an internet browser. Once logged in, please review your information carefully and make any updates as needed before September.

For more information and support on using the Arbor Parent App or Portal, please visit our website: [ellisguilfordschool.org.uk/arbor-parent](http://ellisguilfordschool.org.uk/arbor-parent). You are also welcome to pop into our Reception for support or call the school office.

Kindest regards

Ms G Johnson  
Principal

# ARBOR PARENT



## Arbor App & Portal

- View your child's Timetable, Clubs and Attendance
- Pay for School Meals
- View your child's Guilford Golds!
- Update your details
- Receive instant messages
- Sign up to trips and after-school clubs



Card payments



No more forms!



ellisguilfordschool.org.uk/arbor-parent

At Ellis Guilford School, all school electronic communications are sent to parents/carers through the Arbor Parent App and email only. We do not use text messaging due to the increasing costs to the school.

## HOW TO GET STARTED WITH ARBOR

### Step One:

Download the Arbor Parent App on your phone or tablet. If you are using a web browser, navigate to [login.arbor.sc](https://login.arbor.sc)

### Step Two:

Click on 'Forgot your password?' just below the login button.

### Step Three:

Enter the email address that you gave us for your primary contact, and then press 'Reset Password'. If we do not hold an email address for you, please contact us.

### Step Four:

Once registered, log in to the Arbor Parent App and turn on notifications when prompted to do so, to enable alerts for all your school messages including detention notices and attendance notices.

### Step Five:

Explore the Dashboard. Check your Contact details are correct. Sign your child up to our Ellis Electives (Clubs) in the Activities section. Set up payments for Family Dining Meals.

If you require support with the Arbor Parent App, please contact the school office or pop into Reception during opening hours. Email: [enquiries@ellisguilfordschool.org.uk](mailto:enquiries@ellisguilfordschool.org.uk)

Ambition – Integrity – Respect

