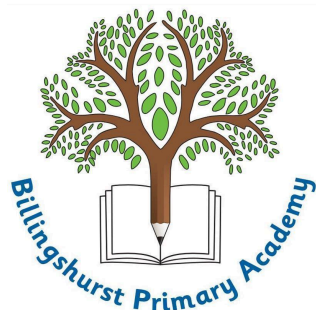




Billingshurst Primary Academy

Headteacher: Ms Marion Ley

Station Road, Billingshurst,
West Sussex RH14 9RE

Tel: 01403 782789

E-mail: office@billingshurstprimary.org.uk

Website: www.billingshurstprimary.org.uk

Ambition
Belonging
Courage



Dear Parents and Carers,

We are pleased to let you know that we are introducing the **Arbor Parent Portal and Parent App** for all families at Billingshurst Primary Academy.

We have used Arbor internally for some time as our school's Management Information System to securely manage pupil information and record attendance. We are now extending this so that parents and carers can access their own information through the Arbor Parent Portal and App.

The Parent App will allow you to:

- View your child's attendance record and submit absence requests
- Update emergency contact details.
- Update medical and dietary information.
- Receive notifications and communications from the school, including emails and in-app messages (such as bump head notifications).

Over time, we also plan to introduce additional features, including booking parents' evenings and signing up for clubs. We will communicate with you well in advance before any new features become available.

To activate your account:

1. Visit <https://login.arbor.sc>
2. Click 'Forgot your password?'
3. Enter the email address this message has been sent to.
4. Follow the instructions to create your password which must contain at least 7 characters and 1 letter.

Once your password has been created, you can log in to the Arbor Parent Portal.

You can also download the **Arbor Parent App** free of charge from the **Apple App Store** or **Google Play Store** and sign in using the same email address and password. [A parent guide to Arbor can be found here.](#)

If you experience any difficulties setting up your account or have any questions, please contact the school office at office@billingshurstprimary.org.uk, where we will be happy to help.

We look forward to introducing this new system, which will make it easier for you to keep your child's information up to date and access key information about their education.

Kind regards,

Ms Marion Ley
Headteacher



Artsmark
Gold Award
Awarded by Arts
Council England





YOUR NEW PARENT PORTAL & APP

Easy access to important information
about your child, all in one place.



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WHAT YOU CAN DO:



Update Contact Details

Manage your child's
emergency contact
information.



Update Medical Information

Keep your child's
medical and dietary
details up to date.



Check Attendance

View your child's
attendance record.



Receive Messages

Get in-app messages and
emails from the school,
such as bump head
notifications.

SETTING UP YOUR ACCOUNT

You will receive an email from Arbor with
your account details.

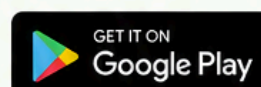
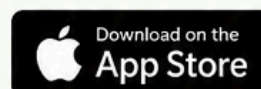
Follow these simple steps to activate your account:



Your username is the email address
this message has been sent to.

GET THE APP

Download the Arbor Parent App
free of charge from the
App Store or Google Play Store.



Use the same email address and
password to log in.



More features coming soon!

We plan to introduce additional features, including booking
parents' evenings and clubs. We will let you know in advance
when these become available.



NEED HELP?



If you have any questions or need support,
please contact the school office:

office@billingshurstprimary.org.uk



YOUR INFORMATION IS SAFE

Arbor is a secure system and
your child's data is always
protected.

Thank you for your continued support.

