



St. Peter's Church of England Primary School
Old Church Road, Harborne, Birmingham B17 0BE



Head teacher - Mrs. A. Leonard



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Dear Parent/Carer,



Arbor

We are excited to welcome you and your child to our school community! To ensure you can stay connected and informed about your child's progress, we would like to guide you through setting up your Arbor account for the first time. Here's a simple step-by-step process:

1. **Visit the Arbor website:** Go to the Arbor login page from our school website.
2. **Click on 'Forgot password?':** Enter your email address to receive a password reset link.
3. **Check your email:** Follow the link provided in the email to set your password. (check your junk/spam folder too)
4. **Log in to your account:** Use your email and the new password to log in to your Arbor account.
5. **Complete your profile:** Fill in any necessary details about yourself and your child.
6. **Explore the dashboard:** Familiarise yourself with the features available, such as attendance, reports, and notifications regarding your child's academic progress and school updates.
7. **Order your child's meal:** Select meals from the main dashboard, select the week, use the drop-down menu to choose your child's meals for each day, then checkout. Please remember to top up the account if you pay for school meals using the top up button. Meals cost £2.50 each. If your child has a packed lunch, you can skip this step.

If you encounter any difficulties during the setup process, please don't hesitate to reach out to us for help!

Once you are set up, Arbor will be the place to book after-school clubs, trips, parent's evening slots and order meals. All correspondence will be sent via email or in-app messages from Arbor.

We are looking forward to supporting you and your child throughout this school year.

Yours Sincerely,

Mrs A Leonard

Head Teacher

Through the teachings of God we
Love Others Value Everyone