



St James' Church of England Junior School

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Headteacher: Mrs J Rushton

5th September 2025

ARBOR

Thank you to all of our parents who have signed up to Arbor, we only have a very small amount who are still yet to do so.

For those who have yet to do this, it is very important to get your account registered. Arbor's Parent Portal webpage and the Arbor App is a great tool, here are just a few items available:

- Report a child's absence through an in-app message
- Update address, contact details, medical information
- Book meals
- Book wrap around care
- Pay for swimming lessons and school trips
- Arrange Parents Evening appointments
- Calendar of activities (this may take time to set up)
- Your child's attendance % will always be visible

Here is the direct link for our school:

<https://st-james-cofe-junior-school.uk.arbor.education/?/home-ui/index>

Your username is your email address, then press forgotten password to set it up.

The Parent App can be downloaded from either the Playstore on android phones or the Apple Store on iPhones. Please download the App and set this up after following the instructions above.



Arbor Parent App

Arbor Education

From next week we will no longer have the ability to send text messages (this was from our previous system), we will only be sending emails and in-app messages. I would advise having push notifications on for the App so you know when we have sent a message. I believe that for some people emails were going into your junk/spam, please add the email address to your contacts to make sure they go directly to your inbox.

Meals & Wrap around care:

Both of these are separate accounts and need to be topped up individually with money before booking. The money will only be deducted from your account after the meal or wrap around care session has taken place, it is done this way so you are not charged if your child goes home early or is off unwell.

Swimming Lessons:

Swimming will be in the Club section, there are two pricing levels. One of which can be paid on a weekly basis, the other is the choice to pay for the whole term.



School Trips:

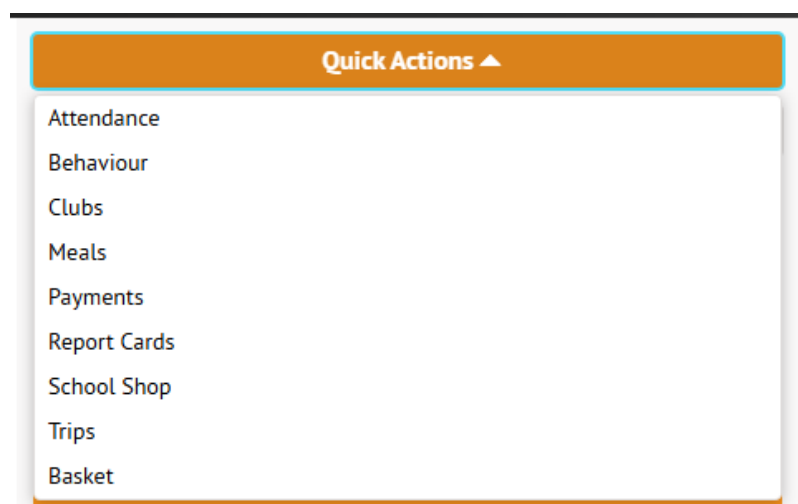
How trips are set up will depend upon if they are asking for payment in full or instalments. Parents will receive information on this when it happens.

School can now accept card payments, we do hope you are able to pay for items on the Parent Portal or the App by yourself but if you are struggling we can do this from the school office and on very rare occasions we can also accept cash and cheque. We try our best to be a cash free school as an extra security measure.

Many parents/carers have already updated their home address, contact information and children's medical information, this is fantastic. It is always important we have the correct up to date information which contributed towards the care of your child.

Arbor Parent Portal:

From the home page you can see this orange 'Quick Actions' button, when pressed it brings this drop-down list. From here you can book meals and it also gives easy access to clubs etc.



Arbor App:

When you log on the App and select our school at the bottom left hand side you will see 3 small lines, press this and it will take you to the 'Quick Actions'. It will look similar to this picture. Our school has more items set up, this example is quite minimal.

One of the boxes on the grid will say meals, another will have clubs and another trips. This again is how you can book these items.

We hope this quick little guide will help you navigate through Arbor.

If you have any questions or need any help then please come to the school office.

Kind regards
Mrs Rushton
Headteacher

