Logging In For the First Time

To login into the Parent Portal for the first time and view your child's dashboard, you will need an email that came from your school to welcome you to Arbor. You must log in for the first time on a desktop computer or laptop, using Chrome as your web browser.

This email will confirm your username (your email on school record) and a link for you to click on that will take you directly to your schools' Parent Portal site.

On your first login only, you will need to enter your child's date of birth to access the dashboard.

If you are unsure if your school uses Parent Portal, please check with them first.

Your Child's Dashboard

The dashboard is the first screen that you will see. This gives a quick glance of the student's daily timetable, behaviour points, meals, notices, current attendance and progress.

You can return to this page at any time by clicking on the school's logo or choosing Dashboard from any menu.

Guardian Consultations/Parents Evenings

The **Guardian Consultations** section allows guardians to book time for Parents Evening meetings by selecting one of the available time-frames as per the School's setup.

In the case where no Parents Evening has been arranged, the section will state the below:

If a Consultation event has been created but the self-scheduling has **not** yet been enabled by the School yet, the dates of the parents evening will be shown with a note of when self-scheduling is available.

When self-scheduling **is** available, a notice appears within this same section. Once selected, you can choose the preferred time for a meeting with the school.
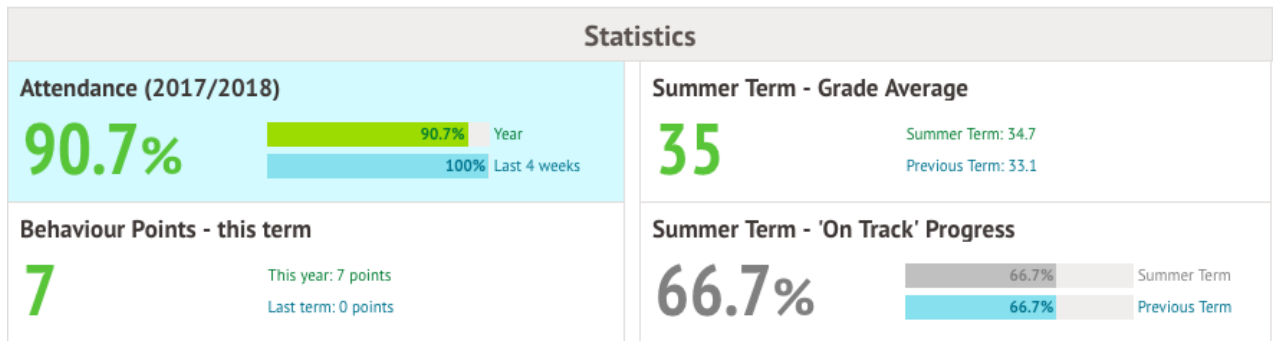

Accounts

The **Accounts** section loads the student's current Meals balance at the school. Should the amount display a balance in red, the account would be in debt whilst if the amount shows in black, the account would be in credit.

Accounts	
Sonia Adams : Meals	Balance: £2.00 ▶
Sonia Adams : Morning Breakfast Club	Balance: £10.00 ▶
Patricia Adams : Meals	Balance: £23.00 ▶
Patricia Adams : Morning Breakfast Club	Balance: £0.00 ▶

Available data on your child

If your child's school has granted access, you will be able to click on different parts of the home page to view more data on your child.

For example, clicking the attendance percentage will bring up the attendance page which breaks down the attendance figures into present, late, or absent.

Statistics

Attendance (2017/2018)

90.7%
90.7% Year
100% Last 4 weeks

Summer Term - Grade Average

35
Summer Term: 34.7
Previous Term: 33.1

Behaviour Points - this term

7
This year: 7 points
Last term: 0 points

Summer Term - 'On Track' Progress

66.7%
66.7% Summer Term
66.7% Previous Term

Once you've clicked on Attendance or another item, you will see a menu appear like so in the left-hand side of the page you are now on:

Megan's page

- Main Dashboard
- Profile
- Calendar
- ▼ Attendance
  - Summary
  - By Date
- Progress
- ▶ Activities
- Behaviour
- ▶ Curriculum Tracking
- ▶ Examinations
- Report Cards
- ▶ Accounts
- ▶ Guardian Consultations

Recent Attendance for Megan Hill

Statistics for Academic Year 2018/2019

Possible sessions	404
Present	398 sessions (98.51%)
Late	12 sessions (3.02%)
Authorised absent	6 sessions (1.49%)
Unauthorised absent	0 sessions (0.00%)

Recent Attendance (12 Jun 2019 - 19 Jun 2019)

Present	9 sessions (100.00%)
Late	0 sessions (0.00%)
Authorised absent	0 sessions (0.00%)
Unauthorised absent	0 sessions (0.00%)

Profile - this allows you to see basic information about your child, and highlights any unread notices or actions needing to be completed.

You will be able to amend details such as your contact details, medical information, consents, and so on.