

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.

The screenshot shows the Parent Portal dashboard for a student named Sammy Adams. The header includes the school logo, name, and user information (Harley Adams, Sign out, Arbor logo, 3 notifications, Help). The main content is divided into several sections:

- Quick Actions:** Shows the student's name (Sammy Adams) and a dropdown menu.
- Statistics:** A grid of key metrics:
 - Attendance (2018/2019):** 84.0% (This year: 84.0%, Last 4 weeks: 76.7%).
 - Behaviour Points - this term:** 0 (This year: -2 points, Last term: -2 points).
 - House Points - this term:** 0 (This year: 0 points, Last term: 0 points).
 - Spring Term - Grade Average:** 3.
 - Spring Term - 'On Track' Progress:** 3 dots.
 - Positive Behavioural Incidents - this term:** 31 (This year: 167 incidents, Last term: 76 incidents).
 - Negative Behavioural Incidents - this term:** 6 (This year: 41 incidents, Last term: 17 incidents).
- Guardian Consultations:** Parents Evening (24 Jun 2019, 16:00 - 26 Jun 2019, 19:00). Self scheduling is open, please click here to book time slots.
- Overdue Assignments:** Oxbow Lakes (Due 11 Mar 2019). Late.
- Assignments that are due:** Addition work (Due 30 Jun 2019). Waiting for student to submit.

On the left sidebar, there are sections for:

- Notices:** Four notices regarding consent for Internet Access, Photograph Student, Administer First Aid, and Copyright Permission.
- Current lesson:** 08:45 - 09:00, Mon, 17 Jun 2019. Registration: Year 9: Form 9GU. Room: 615. Keith Lewis.
- Next event:** 09:00 - 10:00, Mon, 17 Jun 2019.

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:

Guardian Consultations

No guardian consultations for Matilda [REDACTED]

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.

Guardian Consultations

Parents Evening
(24 Aug 2015, 16:00 - 25 Aug 2015, 19:00) ▶

Self scheduling open from 18 Aug 2015, 14:20 to 21 Aug 2015, 18:00. Please book your meeting slots for Parents Evening within this time.

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.

Guardian Consultations

Parents Evening (24 Jun 2019, 16:00 - 26 Jun 2019, 19:00) *Self scheduling is open, please click here to book time slots.* ▶

Accounts

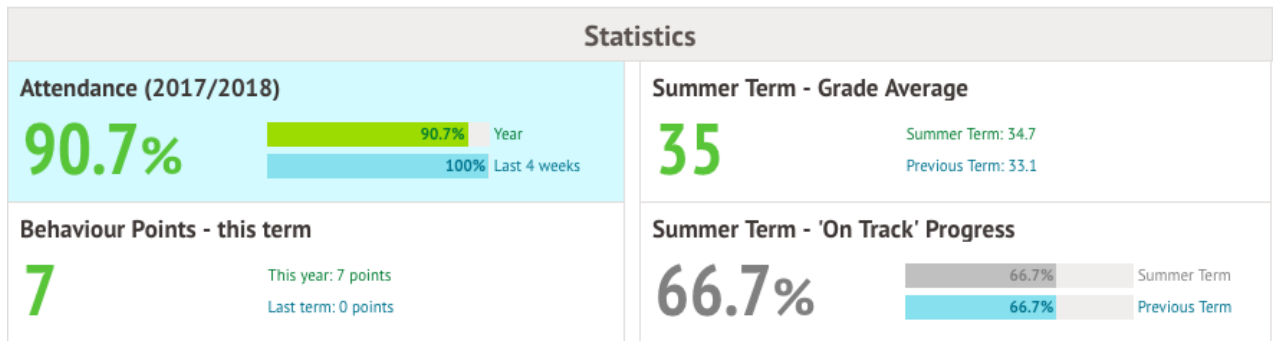
The **Accounts** section loads the student's current Meals balance at the school. Should the amount display a balance in red, the account would be in debt whilst if the amount shows in black, the account would be in credit.

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.



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.

Megan's page

Main Dashboard

Profile

Calendar

▶ Attendance

▶ Progress

▶ Activities

▶ Behaviour

▶ Curriculum Tracking

▶ Examinations

▶ Report Cards

▶ Accounts

▶ Guardian Consultations

Megan Hill ♀

Form	10NE	Year	Year 10
House	Acklam	Tutor	Rosie Hall

Notices

Megan Hill does not have a religion recorded - click to correct	▶
You have not consented to Photograph Student for Megan Hill - click to correct	▶
You have not consented to Specific photo consent for Megan Hill - click to correct	▶

Student Details

Name	Megan Hill	▶
Gender	Female	▶
Date of birth	30 May 2004	
Ethnicity	Pakistani	▶
Religion	Not recorded - click to add	▶
Language	English (Native speaker)	▶
Service child	<input type="checkbox"/> No	

Instructions ▲

This page lets you add and edit information and guardian details for Megan Hill.

Information that can be edited is marked by an arrow at the right hand side of the line that the information is on. Simply click anywhere in the line and an editing pane will slide out.

Add Information ▼