

Ordering a Primary School meal

- Click the 3 lines in the bottom left corner.
- Click Meals, followed by Menu option.
- Click the day of the week that you are ordering for.
- Select your meal choice from the drop down. Click Process.

Consenting to Trips and Clubs

- Click the 3 lines in the bottom left corner.
- Click Trips or Clubs box. Click the trip or club and click **Sign up for trip/club**
- Follow the next couple of pages and select the choices available.
- Finally click **Register for Club/Trip**

School Shop

(for ties, lanyards, lunch cards and calculators)

- Click the 3 lines in the bottom left corner.
- Scroll to the bottom of the page, under the clubs, trips etc
- Click School Shop
- Select the item you wish to purchase



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Arbor

Guide to using the
Parent Portal
and App

Download the app





What is Arbor?

Arbor is a simple website and app that manages our essential school admin, records important student information and allows parents to stay informed about their child's life at school.

The parent portal works on Google Chrome or download the parent app from the App store to your phone (Android 5.0 / IOS 10.0 and up)

What is the Arbor App used for?

- View your child's timetable (Secondary)
- To view Clubs which they attend and the times for them (Primary & Secondary)
- Receive communications from the school.
- Send communications to school
- View your child's profile
- Book and pay for your child's lunch (Secondary) and book your child's meal (Primary)

Getting started

Downloading the app

Android

- Go to your Play Store and search for **Arbor**
- Click the top option.
- Click **Install** to download the Parent App.
- Once it has installed, Click **Open**.

iOS

- Go to your App Store and search **Arbor**.
- Click the top option.
- Click **Get** to download the parent app

Please allow push notifications

Logging In

- Wait to receive a welcome email from the school with a link to set up a password.
- Follow the instructions in the email to set your password for the first time. (use postcode NN1 3RL)

Switching between your children's accounts

Tap the profile icon on the bottom right hand side, then select switch student.

Using the app

You can now view your child's profile page. On this page you can view:

- Important notices
- Your child's timetable/calendar
- Their attendance %
- Praise points

Updating your details

You can update yours and your child's details in Arbor such as contact details, allergies, medical conditions and dietary requirements. No need to call the school.

- Click the 3 lines in the bottom left corner. Scroll to Profile.
- If there is a > on the right hand side, you can change these details (you cannot update the details of other emergency contacts)

Topping up meal accounts

- Click the 3 lines in the bottom left corner.
- Click meals, and then top up account
- Follow the instructions to add funds to your account.

Secondary students can then use their balance to order food from the canteen.

Apply for free school meals for both primary and secondary students
nia.emat.uk/free-school-meals