

Westfields Infant School – Arbor Parent Portal

Getting started – Log into the Parent Portal

The Parent Portal lets parents register their child for a club or trip, book parents evening, and manage payments all from their phone or computer. Parents can also check in on their child's attendance.

If you are having difficulty using Arbor, please contact your school. Please do not contact Arbor directly.

What is the Parent Portal?

The Parent Portal is our version of Arbor accessible to guardians on laptop, computer or mobile phones.

Logging in

When your school enables Parent Portal, they will send you a welcome email as per the one below. This will have your login details and a link that will take you to the browser of the Parent Portal where you need to set up a password.

Dear Parents,

We write to inform you that we have recently changed our pupil information system to Arbor. Our new system has a parent portal which enables you to update your contact details, shows your child's attendance and book parents evening appointments. In time it will also be used for communications instead of Teachers2Parents and for online payments for trips and clubs instead of Tucasi.

To create an account for the parent portal, you just need to set a password. You can do this by going to login.arbor.sc, clicking on 'Forgotten Password?' and following the instructions on screen. If you have children at both Westfields Infant School and Westfields Junior School you will receive two password reset emails, please ensure you select the password reset link for the Infant School.

Your username is: username

Once you have created your Arbor account, please book your parents evening appointment for either Wednesday 8th March or Thursday 9th March 2023.

If you have any trouble setting up your password or creating your online account, please [click here](#) for the Arbor 'how to guide'. Alternatively, please contact the school office on 01252 873603.

Kind regards,

School Office

Westfields Infant School

Click the link, then **Forgot your password?** Add in your email address then click **Reset password**.

If you have a child at more than one Arbor school, you will receive one password reset email per school.

Forgot your password?

No problem! Just enter the email address associated with your account below, and we'll email you with a link to reset your password.

Reset password

You'll then receive another email. Click the link in this email to set your password.

We've just received a request to change your password on your Arbor account.

If you requested this password change, please click the link below to set your password:

<https://gwyn1.uk.arbor.sc/auth/change-password/id/2008/hash/MTBkNzhwOWMIMDg1MS00N2VjLW13MzAtNGVmZTUwOGM3Yjc5LjE2MjA4MDkzMDE=>

Use your email address when you log in next time:

Username: gwyn.mabo@arbor-education.com

If you didn't ask to change your password, you can ignore this email. No changes will be made to your account.

All the best,
Team Arbor


Create your password. You will then be logged in when you click **Create password**.

Create password


Create password

Click to accept the terms and conditions.

Arbor System Terms of Use

 **Welcome to Arbor!**

Before you get started, we need you to download, read and agree to our standard user terms & conditions.
When you're ready, tick "I agree", then click "Accept" and we'll get you set up.

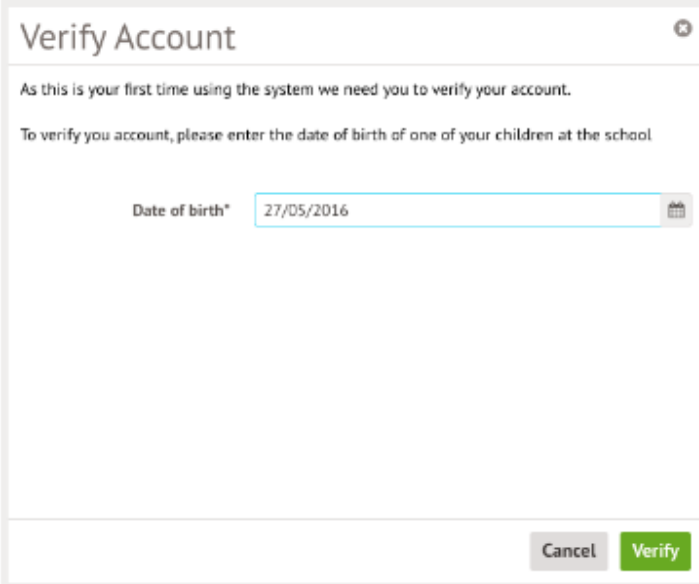
 View user terms & conditions

☒ I agree to Arbor's standard user terms & conditions

Cancel

Accept

As a security precaution, you will then be asked to confirm one of your children's dates of birth (who attends the school you are resetting your password for). Once you click verify, you will now be logged in.



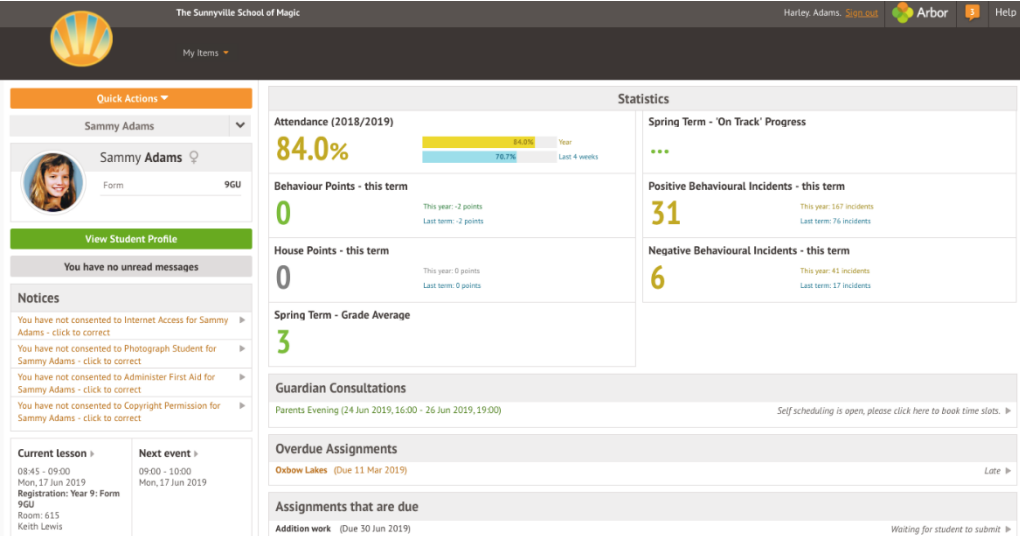
A dialog box titled "Verify Account" with a close button in the top right corner. The text inside says: "As this is your first time using the system we need you to verify your account." and "To verify your account, please enter the date of birth of one of your children at the school". There is a text input field labeled "Date of birth*" containing the date "27/05/2016" and a calendar icon to its right. At the bottom right are two buttons: "Cancel" and "Verify".

Your Homepage Dashboard

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

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

- The Statistics section shows information about the student's attendance for the current term.
- Guardian consultations - The **Guardian Consultations** section allows guardians to book time for Parents Evening meetings by selecting one of the available slots as per the School's setup.



The dashboard for "The Sunnyville School of Magic" for student "Sammy Adams". The header shows the school logo, name, and user "Harley Adams" with a "Logout" link, "Arbor" logo, and "Help" link. The left sidebar contains "Quick Actions" for Sammy Adams, a "View Student Profile" button, and a "Notices" section with several messages about consent. The main area is titled "Statistics" and includes: "Attendance (2018/2019)" at 84.0% (with a bar chart comparing 84.0% to a 76.7% target); "Behaviour Points - this term" at 0; "House Points - this term" at 0; "Spring Term - Grade Average" at 3; "Spring Term - 'On Track' Progress" at 3 stars; "Positive Behavioural Incidents - this term" at 31; "Negative Behavioural Incidents - this term" at 6; "Guardian Consultations" for Parents Evening (24 Jun 2019, 16:00 - 26 Jun 2019, 19:00); "Overdue Assignments" for Oxbow Lakes (Due 11 Mar 2019); and "Assignments that are due" for Addition work (Due 30 Jun 2019).

Booking Guardian Consultations (Parent's Evening) on the Parent Portal

You'll see on your homepage whether there is an upcoming Guardian Consultation.

In the case where no parents evening has been arranged, the section will state 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, 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 your school has enabled self-scheduling, you'll be able to see when bookings are available.

Guardian Consultations

Spring meeting (25 Feb 2021, 16:00 - 26 Feb 2021, 18:00) *Self scheduling is open, please click here to book time slots. ▶*

Click to access the booking page and select the meeting to book.

You can download a list of the meeting you have booked as a PDF by clicking on the green button.

Spring Parent's Evening

Details

Consultation dates	10 Feb 2022, 15:00 - 11 Feb 2022, 18:00
Self scheduling period	01 Feb 2022, 08:00 - 10 Feb 2022, 08:00

Instructions

This page displays guardian consultation meetings concerning you and your children. Click the row of each meeting to book a slot or view further information. If you have missed the self-service scheduling period, you will need to contact the school to book an appointment.

[Download my meetings](#)

Meetings



Meeting for Elsie Anderson	Students: Elsie Anderson Form/Class: Form 7BG Staff: Katie Harrison Time Slot: Not booked Self scheduling is open from 01 Feb 2022, 08:00 - 10 Feb 2022, 08:00, please click to book time slot	▶
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Click on the **Time slot** drop-down button and choose the time you would like to attend the consultation, and which Primary Guardians will be attending.

If you can't select a time slot, it means the staff member has not been given a period of availability – **get in touch with your school**.

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Schedule Meeting

Consultation	Spring Parent's Evening
Meeting	Form 7BG meeting (Elsie Anderson)
Meeting with staff	Katie Harrison
Concerning student	Elsie Anderson
Guardian(s) attending	<input checked="" type="checkbox"/> Leo Anderson <input checked="" type="checkbox"/> Sophia Anderson
Time slot*	10 Feb 2022, 15:00  


Book time slot

Notes

No notes added.

Add note

Make sure at least one guardian is ticked, or you'll receive an error.

**Please correct this error:**



- At least one guardian must be invited to this meeting.

OK

Guardian(s) attending

☐ Leo Anderson
☐ Sophia Anderson

Time slot*

10 Feb 2022, 15:00  

Book time slot

The page will then reload and show that your booking has been successful.

Meetings	
Meeting for Adele Bailey	<div>Students: Adele Bailey</div> <div>Form/Class: Form 9JH</div> <div>Staff: Keeley Baker and Anna Lloyd</div> <div>Time Slot: 25 Feb 2021, 16:00 - 16:10</div>

You can edit your booking by returning to the page and clicking on your booking.

- Select a different time slot and click **Reschedule meeting** to change your slot.
- Click Amend guardian to remove one of the child's Primary Guardians or add them back into the meeting.

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Reschedule Meeting

Consultation	Spring meeting
Meeting	Form 9JH meeting (Adele Bailey)
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	Adele Bailey
Guardian(s) attending	Jack Bailey and Lindsay Bailey
Time slot	25 Feb 2021, 16:00 - 16:10

Change time slot*

Change time slot ▼

Amend guardians

Reschedule meeting

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Reschedule Meeting

Consultation	Spring meeting
Meeting	Form 9JH meeting (Adele Bailey)
Meeting with staff	Keeley Baker and Anna Lloyd
Concerning student	Adele Bailey
Guardian(s) attending	<input checked="" type="checkbox"/> Jack Bailey <input checked="" type="checkbox"/> Lindsay Bailey
Time slot	25 Feb 2021, 16:00 - 16:10

Cancel

Save