



**Round Hill Primary School**  
'Dream, believe, achieve together'

- ✓ Reflecting
- ✓ Daring
- ✓ Persevering
- ✓ Dreaming
- ✓ Together

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19<sup>th</sup> July 2024

Dear Parents/Carers with a child in EYFS to Year 5

## **Arbor – new Management Information System (MIS) at Round Hill**

As you will have already read in Bulletin 10: 24<sup>th</sup> May 2024, we have recently moved our MIS to a system called Arbor. Fully adopting Arbor in Round Hill will allow us to bring all core school data into one system and will eventually replace sQuid for school meals payments and trips payments. This change for payments will take place during the Autumn Term in the 2024-25 school year.

We have been using Arbor internally this term and have already introduced it to families who have a child starting with us in September. These families have downloaded the Arbor App and accessed the Arbor Parent Portal to complete all contact details as well as any medical and dietary details. If you already have a child in school as well as a child starting in EYFS in September then there is nothing further you need to do as you already have access to all of your children's details.

We are now in a position to invite all other families in school to start using Arbor and you will shortly receive another email from us with details of how to download the Parent App and log into the Parent Portal for the first time. In the meantime, please click on the below link to familiarise yourselves with the system.

### Getting started - Log into the Parent Portal and the Parent App

Initially, we are asking all parents/carers to log into Arbor and check that all of the information we hold for your child / children is correct. If anything is incorrect, please make the necessary changes. Any changes are submitted to the office to approve. It is also an opportunity to add an email address to your child's 2<sup>nd</sup> contact if we currently don't hold one.

Once we are back at school in the Autumn Term we will be in touch again with next steps relating to Arbor.

If you have any queries please contact the school office at [office@roundhill.notts.sch.uk](mailto:office@roundhill.notts.sch.uk)

Yours faithfully,

*Adrian Nash*

Adrian Nash  
Head Teacher

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