a Voluntary Academy

## Catholic Primary School Otley

As a family with God in our hearts, we love, laugh and learn.

Manor Square, Otley, LS21 3AP Address:

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09 October 2023

Dear Parents/Carers,

Welcome to Arbor! St Joseph's is now using the Parent Portal/Arbor App and has set up an account for you.

To finish creating your account you just need to set a password. Your username is the email address we've sent this email to.

Go to <a href="https://login.arbor.sc">https://login.arbor.sc</a> and click **Forgot your password?** to finish setting up your account.

The Parent Portal can be accessed via your internet browser, or by using the Arbor app which can be downloaded for free from Google Play or the Apple App Store. Attached is a guide, which provides further information about how to get started.

The Parent Portal/App will allow you to access and view your child's attendance, all key contact details, and to update information where necessary. In time, I also anticipate that some school communication will be sent to parents directly using the Parent Portal/App.

If you need any assistance with accessing and using the Parent Portal, please do use the help pages provided by Arbor initially. If you require further guidance or are unable to log in, please do contact the school and we will do our best to help

Yours sincerely,

Mr L Gilhooly Headteacher























