



Executive Principal: Mrs J French

Primary Head of School: Mr Staszkiwicz

PA to the Executive Principal & Head of School: Miss A Birkhead

Greenwood Road, Nottingham, NG3 7EB

Telephone: 0115 748 3385

Email: adminp@nottinghamacademy.org

Website: www.nottinghamacademy.org

@NottmPrimary

Dear Parent/Carer

We are excited to announce that we have moved our MIS from SIMS to Arbor. Adopting Arbor will allow us to communicate with you more efficiently and bring all core school data and workflows into one system. We are really looking forward to getting started with Arbor and invite all our parents to familiarise themselves with the portal and parent app.

Please do look out for your login details. These will be sent arrive via email and be sent to primary guardians. This email will be sent direct from our Arbor system, and it may well go to your junk mailbox as it will be the first time you have received such communication. You only have 4 days to click the link before it expires.

Your username will be the main email address we have on record for you, and you will be prompted to set a password.

You must log in for the first time on a web browser. Arbor recommends Chrome but most web browsers work perfectly well. Only once you have logged in on a browser will you then be able to go to your google play or apple store and download the free parent app.

Our aim is that most of our communication will be sent via the parent app in the near future. Because of this, we need as many parents as possible to sign up to the app **before Monday 21st July.**

If, when you receive your log in email you are having difficulty, please use the top tips below:

1. Ensure your username is the email address you use for Arbor. Ask us to check the email address linked to your account.
2. Reset your password from the login page, or ask us to do this.
- 3. If the login email was sent to you more than 96 hours ago, the password link will have expired. Ask us to send it again.**
4. Ask the school office to check that your email address has not been used twice - e.g. on another guardian or child's profile.
5. Enter the birthday of one of your children to log in.
6. Only relatives who are Primary Guardians of a child can access the Arbor App. Ask us to check you can access Arbor.

We hope you are looking forward to using this new feature as much as we are!

The Nottingham Academy is part of the Greenwood Dale Foundation Trust group of Academies



NOTTINGHAM ACADEMY



Executive Principal: Mrs J French
Primary Head of School: Mr Staszkiwicz
PA to the Executive Principal & Head of School: Miss A Birkhead
Greenwood Road, Nottingham, NG3 7EB
Telephone: 0115 748 3385
Email: adminp@nottinghamacademy.org
Website: www.nottinghamacademy.org
@NottmPrimary

If you have any queries please contact adminp@nottinghamacademy.org

Yours faithfully,

Mr A Staszkiwicz
Head of School
Nottingham Academy Primary

The Nottingham Academy is part of the Greenwood Dale Foundation Trust group of Academies