

Logging In For the First Time

To login into the Parent Portal for the first time and view your child's dashboard, you will need the email that came from your school to welcome you to Arbor. You must log in for the first time on a desktop computer or laptop, using Chrome as your web browser.

This email will confirm your username (your email on school record) and a link for you to click on that will take you directly to your schools' Parent Portal site.

On your first login only, you will need to enter your child's date of birth to access the dashboard.

If you are unsure if your school uses Parent Portal, please check with them first.

Your Child's Dashboard

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

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

The screenshot shows the Parent Portal dashboard for a student named Sammy Adams. The interface is divided into several sections:

- Header:** The Surreyville School of Magic logo and name, user name 'Haley Adams', and the Arbor logo.
- Quick Actions:** A dropdown menu for the student's name, 'Sammy Adams', with a profile picture and 'View Student Profile' button.
- Statistics:** A grid of key metrics:
 - Attendance (2018/2019):** 84.0% (with a bar chart showing 14.0% and 38.1% segments).
 - Behaviour Points - this term:** 0 (This year: 2 points, Last term: 2 points).
 - House Points - this term:** 0 (This year: 2 points, Last term: 9 points).
 - Spring Term - On Track Progress:** 3 stars.
 - Positive Behavioural Incidents - this term:** 31 (This year: 12 incidents, Last term: 26 incidents).
 - Negative Behavioural Incidents - this term:** 6 (This year: 4 incidents, Last term: 17 incidents).
 - Spring Term - Grade Average:** 3.
- Guardian Consultations:** Parents Evening (24 Jun 2019, 18:00 - 26 Jun 2019, 15:00).
- Overdue Assignments:** Outbox Letters (Due 11 Mar 2019).
- Assignments that are due:** Addition work (Due 30 Jun 2019).
- Notices:** A list of messages regarding internet access, photography, and copyright permissions.
- Current lesson:** 08:45 - 09:00, Mon, 17 Jun 2019, Registration: Year 9: Flann, Room: R13, Keith Lewis.
- Next event:** 09:00 - 10:00, Mon, 17 Jun 2019.

Statistics

The Statistics section shows information about the student's attendance, behaviour and progress statistics for the current term.



Guardian Consultations/Parents Evenings

The **Guardian Consultations** section allows guardians to book time for Parents Evening meetings by selecting one of the available time-frames as per the School's setup.

In the case where no Parents Evening has been arranged, the section will state the below:

Guardian Consultations

No guardian consultations for Matilda ██████████

If a Consultation event has been created but the self-scheduling has **not** yet been enabled by the School yet, 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 self-scheduling is available, a notice appears within this same section. Once selected, you can choose the preferred time for a meeting with the school.

Guardian Consultations	
Parents Evening (24 Jun 2019, 16:00 - 26 Jun 2019, 19:00)	<i>Self scheduling is open, please click here to book time slots. ►</i>

Being a guardian for multiple children

If you are the Primary Guardian for more than one child in the school, you can access and view each child through the same portal by clicking on the name at the drop-down menu with the children's names in the top-left of the home page, then change sibling.

Sonia Adams ▼	
Patricia Adams	
Sonia Adams	
	Form 6GT
View Student Profile	

On doing this for the first time, you will need to enter your other child's date of birth to access their dashboard.

Available data on your child

If your child's school has granted access, you will be able to click on different parts of the home page to view more data on your child.

For example, clicking the attendance percentage will bring up the attendance page which breaks down the attendance figures into present, late, or absent.



Once you've clicked on Attendance or another item, you will see a menu appear like so in the left-hand side of the page you are now on:

- Megan's page**

Main Dashboard

Profile

Calendar

▼ Attendance

Summary

By Date

Progress

▶ Activities

Behaviour

▶ Curriculum Tracking

▶ Examinations

Report Cards

▶ Accounts

▶ Guardian Consultations

Recent Attendance for Megan Hill

Statistics for Academic Year 2018/2019	
Possible sessions	404
Present	398 sessions (98.51%)
Late	12 sessions (3.02%)
Authorised absent	6 sessions (1.49%)
Unauthorised absent	0 sessions (0.00%)

Recent Attendance (12 Jun 2019 - 19 Jun 2019)	
Present	9 sessions (100.00%)
Late	0 sessions (0.00%)
Authorised absent	0 sessions (0.00%)
Unauthorised absent	0 sessions (0.00%)

Profile - this allows you to see basic information about your child, and highlights any unread notices or actions needing to be completed. You will be able to amend details such as your contact details, medical information, consents, and so on.

The screenshot shows a user interface for a student profile. On the left is a navigation menu with 'Profile' highlighted. The main content area features a profile header for 'Megan Hill' with a photo, form '10NE', year 'Year 10', house 'Acklam', and tutor 'Rosie Hall'. Below this is a 'Notices' section with three items: 'Megan Hill does not have a religion recorded - click to correct', 'You have not consented to Photograph Student for Megan Hill - click to correct', and 'You have not consented to Specific photo consent for Megan Hill - click to correct'. A 'Student Details' table lists: Name (Megan Hill), Gender (Female), Date of birth (30 May 2004), Ethnicity (Pakistani), Religion (Not recorded - click to add), Language (English (Native speaker)), and Service child (No). On the right, an 'Instructions' box explains that information can be edited by clicking on it, and there is a green 'Add Information' button below it.

Attendance > Summary – Statistics and recent attendance for the academic year as shown.

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Attendance By Date – This is a breakdown of the student’s attendance, day by day with the mark.

Attendance for Year 2018/2019 ▼

Statutory Attendance By Week

View All Sections ▼

16 Jun 2019 - 22 Jun 2019 ▲

19 Jun 2019 AM	✔	Present AM
19 Jun 2019 PM	-	No Mark
18 Jun 2019 AM	✔	Present AM
18 Jun 2019 PM	✔	Present PM
17 Jun 2019 AM	✔	Present AM
17 Jun 2019 PM	✔	Present PM

09 Jun 2019 - 15 Jun 2019 ▲

14 Jun 2019 AM	✔	Present AM
14 Jun 2019 PM	✔	Present PM
13 Jun 2019 AM	✔	Present AM
13 Jun 2019 PM	✔	Present PM
12 Jun 2019 AM	✔	Present AM
12 Jun 2019 PM	✔	Present PM
11 Jun 2019 AM	✔	Present AM