



Archdiocese of Birmingham
Our Lady of Grace Catholic Academy
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Friday 6th June 2025

Dear Parents/Carers,

Communications from Arbor

On occasion we are asked to ensure that grandparents, or other family members, are included in email and text communications from school.

Please be aware that for Arbor's communication module to facilitate this, these contacts will be marked as a "primary guardian", as well as parents, within your child's Arbor profile. Please be assured that this will not result in any changes to those individuals recorded as "legal guardians".

On a further note, please could I remind you of the Arbor Parent Portal, which can be logged into on a desktop pc, as well as a Parent App for mobile devices. Please see the attached leaflet for details.

Once your account is activated you will be able to log into either the Parent Portal or Parent App to view your child's profile and provide us with updates to this, view attendance and see achievement points awarded to your child.

The Arbor Parent Portal and Parent App provides us with the opportunity to request certain school wide consents from you online, rather than using paper forms and also send in app messages as a form of communication. When you download the Parent App, please make sure that you enable push notifications.

If you have any difficulties in registering or using Arbor Parent Portal, please contact the school office.

Yours sincerely

Mrs S Rathbone
Executive Principal

If you require this information in any other format, please contact the school office.

