

Subject: Exciting News – Our School is Moving to Arbor!

Dear Families,

We have some exciting news to share! After careful planning, our school will soon be moving to a new management information system called **Arbor**. Arbor is a modern and easy-to-use management system that will help us work smarter and give you better ways to stay connected with school life.

Why are we making this change?

Arbor will make things simpler and faster for everyone. Here are some of the benefits you will see:

- **Better communication:** You will receive messages and updates more quickly and easily.
- **Simple payments:** Paying for trips, meals, and other items will be easier and more secure.
- **Clear information:** You will have easy access to your child's attendance, progress, and reports in one place.
- **Mobile friendly:** Arbor works well on phones and tablets, so you can manage everything on the go.

What happens next?

To make sure everything runs smoothly, we have planned an additional **INSET day on Monday 5th January**. We understand how important attendance is, and we have not taken this decision lightly. This extra day will allow our staff to complete their training and become fully confident in using Arbor. By doing this, we can make sure the system works perfectly for your children when they return to school on **Tuesday 6th January**. This investment in training will help us provide a better experience for families and staff.

Further communication will be shared with you in due course about how to set up the **Arbor Parent App**. This app will make it easy for you to engage with school, check information, and stay up to date. We will be here to support any changes so please don't worry.

We are confident that Arbor will make a big difference for our school community. Thank you for your support as we make this positive change.

If you have any questions, please contact the school office. We will share more details with you soon.

Thank you for working with us to make our school even better!

Best wishes,

Sharon Wood & The Carlton Junior Academy Team