



St Mary's Catholic School

Shining together in faith, joy and love



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20th November 2024

Dear Parent/Carer,

I hope that you are well. Since returning from the October half-term holiday, our students have been so impressive with their continued excellent behaviour and positive attitudes to their learning. Their ongoing efforts are absolutely amazing, and we thank you for your continued support.

We wanted to get in touch to share some important information with you. As you know, we wrote to all parents/carers in September 2024 regarding a new development that was happening across our Trust. Over the past few months, we have been transitioning in school to a new **Information Management System** called **Arbor** and, from this academic year, all schools in the Bishop Bewick Catholic Education Trust will be using Arbor. To continue our efforts in further improving communication and streamlining school services, as you know, in September 2024, we began the process of transitioning aspects of our communication from Class Charts to Arbor. Arbor will allow you to access your child's timetable, attendance, and various other school-related information, all in one easy to use app.

We are now able to complete that transfer fully and, from Monday 25th November 2024 onward, all remaining functions of Class Charts will be disabled as we begin to use only Arbor here at school. Therefore, as you'll know, Class Charts has been used to share information about your child's behaviour and attitude in lessons and around school. However, positive and negative behaviour points, from Monday 25th November onward, will now be awarded by staff via Arbor. All positive praise points awarded by staff on Class Charts so far this academic year will, in the coming weeks and months, be transferred to Arbor. Please bear with us in this regard as the transferring of praise points will take some time.

Therefore, in summary, from Monday 25th November onward, we will use only Arbor as our main communication tool, and we will no longer use Class Charts. It is essential therefore that all parents/carers download the Arbor app. We will be using Arbor for the following:

- Reporting absence
- All school letters
- School reports
- Consent forms for trips/visits
- Messaging: if you would like to send us a message, then you can select the 'Messaging' tab and send a message to the school Admin Team who will respond or forward your comment to the required member of staff. (You may also email us or call us if you wish, using the email address or phone number at the top of this letter).
- Awarding 'positive' points for students' fantastic behaviour and attitude in lessons and around school
- Recording any low-level behaviour concerns.

Please note that should there be any serious or persistent concerns regarding your child's behaviour, we will continue to contact you via telephone call, or we will arrange a meeting in school. As always, Arbor does not replace communication for concerns of this nature.

We are confident that this final transition to Arbor will be smooth and beneficial for all. **We strongly advise all parents/carers to download the Arbor app and, as such, now delete the Class Charts app.** We are more than happy to assist anyone who needs support with this; if you have any questions or need help with setting up your Arbor account, please get in touch.

Thank you for your continued support.

Yours sincerely,

Mr McDonald (Assistant Headteacher Pastoral)

Mr Turnbull (Assistant Headteacher Sixth Form)

