



## **How to update contact details, medical details and consents on Arbor**

From this academic year we are moving to a paperless system for collecting consents and details - this is called Arbor. This will be used for updating contact details, medical information, for signing up to clubs and for consents such as images, videos and acceptable use of the internet.



### **To log on for the first time**

To log on for the first time, follow the link in the welcome email. Please ensure the school has an up to date email address. The first time you login you need to use an internet browser (<https://login.arbor.sc/>), but after that you can use the Arbor App.

### **On the Arbor App**

Once on the app, please check:

- All contact details are correct, including phone numbers and email addresses
- All medical details are correct, including allergies and any medication
- You have given, or declined, consent for:
  - Images and Videos
  - Acceptable Use Policy (using the internet)

Can this be done as soon as possible please.

### **Payments**

We are now a cashless school and are using ParentPay (<https://www.parentpay.com/>) for payments to school. If you are not signed up to this, then further information will be sent out shortly.

### **Help**

If you need any help, then please speak to a member of office staff, or the Arbor website has a useful FAQ section for parents: <https://support.arbor-education.com/hc/en-us/sections/201716749-Using-Parent-Portal-and-the-Arbor-App-as-a-parent>

Many thanks for your continued support of school.

*Christ Be Our Light and Our Guide*

Executive Headteacher: Mr M Ryan | Head of School: Miss H Lickess  
Christ the King Catholic Primary School, Tedder Avenue, Thornaby, Stockton-on-Tees, TS17 9JP  
Tel: 01642 765639 | Email: [enquiries@ctking.npcat.org.uk](mailto:enquiries@ctking.npcat.org.uk) | Website: [ctking.npcat.org.uk](http://ctking.npcat.org.uk)

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