

18 June 2025

Dear Parents/Carers,

You are warmly invited to attend the Year 8 Progress Evening on *Wednesday 9th July 2025 from 3.40pm – 6.30pm*. Bookings are now open. The Progress Evening gives you as guardians the opportunity to collect your child's most recent academic report containing their current progress and meet their class teachers so that you understand how to support them with their studies.

Students are to attend in full school uniform. Please notify the school if you are unable to attend, as we would very much like to make alternative arrangements to have this conversation with you too.

To streamline the booking process, we are using the Arbor Parent app. This app allows you to easily schedule appointments, view your child's progress, and stay updated with school communications.

Steps to Download and Use the Arbor Parent App:

1. Set up an account: To set up your account, you just need to set a password. You can do this by going to <http://the-portsmouth-academy.uk.arbor.sc>, clicking on 'Forgotten Password?' and following the instructions on screen. **(When first setting up your account in Arbor always use an internet browser first, this is especially important if you are already using Arbor for another child or school). Your username is your email address that you have registered with the school.**
2. Download the App: You can download the App from the 'Apple App Store' or 'Google Play Store' by searching for 'Arbor Parent App'.
3. Book Meetings: Navigate to the 'Bookings' section within the app. Here, you will be able to select the available time slots for your meetings with teachers.

If you require any assistance, please contact Mrs Guest at the school on office@theportsmouthacademy.org.uk, or send your child to the Data and Exams office where bookings will be made on your behalf.

By attending parents' evenings, you are making a real difference to your child's learning. The school will value your views, and you can pick up practical suggestions about how you can help to support your child at home with their progress.

Yours sincerely,



Chris Andrews
Vice Principal

Arbor

We have recently moved to a new Management Information System called Arbor.

We will be starting to release more functions to parents/carers during this term and at the start of next year.

To be able to fully benefit from these features we are requesting that parents create an account on the Arbor Parent Portal and download the Arbor Parent App for use on mobile devices.

Once you create an account on the Arbor Parent Portal and download the Parent App, you will be able to:

- Receive messages and communicate with the school
- Make payments for trips or activities
- Top-up your child's catering balance
- View your child's school reports
- View behaviour information
- Plus many other features

Not all of these features will be available immediately but by creating your account and downloading the App now, you will be ready to use these features straight away once they are released.

Your username is your email address that we have on registered on the system.

If you have trouble setting up your password or have general questions about the Parent Portal, visit this [Help Centre article](#). For any other queries, please contact Anna Guest at office@theportsmouthacademy.org.uk.

We also recommend that you enable notifications, if this is not enabled please ensure that you check the app for notifications regularly.

All communication will be sent via the Arbor App from September 2025

Payments will still be via Plus Pay for the time being but payments for trips/events will migrate to the new app and further communication will be sent out in the future once other features are available.