



THE WESTLEIGH SCHOOL
Aspiring & Achieving Together

Arbor Parent/Carer Instructions



Download the Arbor Parent App

For Android devices:



<https://shorturl.at/GgeVC>

For iOS (Apple) Devices:



<https://shorturl.at/GbnKp>

Log into the App

Once you have the app, follow these steps to log in:

Setting Your Password

- 1. Setting Your Password** If this is your first time using the app, you'll need to create a password. You will receive a welcome email from Arbor containing a link to set this up. If the email hasn't arrived, please contact the school office.
- 2. Find Your Welcome Email** Look for an email from Arbor in your inbox. It will include the link you need to set your password and access your account.

Tip: If you can't find it, check your junk or spam folder!

1. Use the Login Link

Click the unique login link in your Arbor welcome email. This will take you to a secure page where you can set up your account.

Set Your Password

- Enter your chosen password in the Password field.
- Re-enter it in the Confirm Password field.
- Ensure it meets the on-screen password requirements.
- Click Set Password to complete the setup.

2. Log In

You'll be redirected to the login page. Enter your email address (the one held by the school) and your newly created password, then select Log In.

Logging in for the first time

1. First-Time App Login

When you open the app for the first time, you'll be asked to enter your email address and password.

2. Select Your School

You'll then be prompted to choose your school.

- Schools with a tick are ones your password already works for — click one to log in immediately.
- Schools without a tick will require you to enter the alternative password you use for that school. Once entered, the app will save it for future logins.

Important: If you haven't logged into the Parent App for a month, you'll be asked to re-enter your password the next time you sign in.

3. Confirm Your Child's Details

The first time you access your child's Arbor record, you may be asked to confirm their date of birth.

Check your details

1. Choose Your Child

If you have more than one child, select their name from the drop-down menu at the top left after logging in.

2. View Their Profile

Click the green **View Student Profile** box to open their record.

3. Update Details

If any information is incorrect, you can submit amendments directly through the app. These updates will be sent to the school for approval before any changes are made.

Please ensure you notify us of any changes to **addresses, contact telephone numbers, or email addresses** so you don't miss important information while your child attends The Westleigh School.