



UXBRIDGE
HIGH SCHOOL

February 2025

Dear parent/carer

Following on from our previous communications, this is a quick reminder about the upcoming changes to Arbor.

Key Dates to Remember:

- The last day to make payments on ParentPay for any items including catering, is Wednesday 12th February 2025. After this date ParentPay will be deactivated for the school, and no further payments will be accepted.
- Payments will be switched over to Arbor Payments on Monday 17th February 2025.
- The Parent Portal will go live on Tuesday 18th February 2025.

What is Arbor?

Arbor is our new management information system, replacing SIMS. Through the Arbor Parent Portal you will be able to:

- View your child's attendance, timetable and school reports;
- Update contact details and important information;
- Make payments for trips, meals, and other school-related expenses;
- View an overview of your child's personal information, including medical and dietary requirements;
- Update the school with any changes to medical and/or dietary requirements;
- Update your contact details or details of any other contacts;
- Provide consent and make payments for trips and clubs;
- Receive and view your child's reports.

Logging into Arbor for the first time

1. Visit [Arbor Parent Portal](#) from Tuesday 18th February 2025;
2. Click the *First time logging in?* option, in the bottom left corner;
3. Enter your email address (this must be the email address the school has on record for you);
4. Click *Set Password*;
5. A pop-up window will request your child's date of birth before proceeding. This is required only for the first login;
6. Once your password is set, agree to the terms and conditions to access the dashboard.

How to Access Arbor


1. Via web browser (Parent Portal):
 - Visit [Arbor Parent Portal](#) from Tuesday 18th February 2025;
 - If logging in for the first time, follow the instructions above;
 - Once logged in, we highly recommend bookmarking the Arbor login page for easy future access.

POSITIVE • RESPECTFUL • OPEN MINDED • UNIQUE • DETERMINED

Principal: Louisa Seymour BEd

The Greenway, Uxbridge, Middlesex UB8 2PR | T: 01895 234 060 | office@uhs.org.uk | www.uhs.org.uk

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2. Via Arbor app: 

- Download the Arbor Parent App from the [App Store \(iOS\)](#) or [Google Play Store \(Android\)](#).
- Open the app and log in using your registered email address.

What happens now?

An email will be sent on Tuesday 18th February once the portal is live. Please check your inbox and junk folder.

Guidance and Support

Further step-by-step guidance on setting up and using Arbor is available on our school website <https://www.uhs.org.uk/page/?title=Arbor&pid=364&action=saved>.

Additionally, should you still have trouble logging in, please contact us on parents@uhs.org.uk and we will be happy to assist.

Yours sincerely

J Churchill
Vice Principal