



BORDEN

GRAMMAR SCHOOL

Borden Grammar School
Avenue of Remembrance
Sittingbourne
ME10 4DB

School System Change & Early Closure Friday 31st January 2025

Dear Parents/Carers,

I hope this letter finds you well in the new year. We are writing to update you regarding a significant change to the school Management Information System (MIS). As part of our ongoing efforts to improve communication and streamline processes, we will be transitioning from our current system, SIMS, to a new system called *Arbor*. As mentioned in the last newsletter, this is now the most commonly used system across schools and provides some much needed functionality that our current system fails to offer. This change requires significant work 'behind the scenes' and we have, unfortunately, been given a smaller time frame than expected to move everything across.

Early Closure on Friday 31st January 2025

To ensure that all staff are fully trained on the new system and to support the movement of key information across from one system to another, we will be closing the school early on Friday 31st January. Students will be dismissed at **12:30pm** on that day. The school has liaised with the bus company who have organised for the buses to come early, at this time on the day.

There will still be a reduced lunch service from 12:30-1:00 pm on this day for those students who require lunch such as free school meal students. Students will be asked within tutor time the week beforehand, as to whether they require lunch on this day so that we are able to gauge numbers for the canteen.

If you require your son/daughter to remain on site supervised until the normal time of 3:15pm, please can you complete the below Google form. This will then enable us to put in provision as necessary. Please note that there will be no school buses running at the normal finishing time on this day.

[Google Form Link](#)

What is Arbor?

Arbor is a cloud-based system designed to make school management more efficient and user-friendly. The new system offers many benefits, including:

- **Improved communication:** Arbor provides a simpler, more intuitive platform for communicating with parents, students, and staff.
- **Easier access to information:** Parents will have better access to attendance, assessments, and school updates.
- **Streamlined administrative processes:** The system will simplify various school functions, leading to quicker responses and less paperwork.
- **Enhanced support for students:** With improved tracking and analysis of student data, staff will be able to provide more tailored support to meet individual needs.

Headteacher: Mr A Tomlin MA NPQH

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We are confident that this change will significantly improve the experience for everyone involved in the school community. Whilst we are working hard to ensure a smooth transition, we appreciate your patience and understanding during this period of change.

I hope you appreciate that this decision is the result of a highly unusual situation and thank you in advance for your understanding and support. If you have any questions about the change to Arbor or the early closure, please don't hesitate to contact the school office.

Kind regards,
Mr A Tomlin

A handwritten signature in black ink, appearing to read 'A Tomlin', with a stylized flourish extending to the right.

Headteacher