



# BORDEN GRAMMAR SCHOOL

Borden Grammar School  
Avenue of Remembrance  
Sittingbourne  
ME10 4DB

11th February 2025

Dear Parents/Carers,

As you are aware, we are changing our schools' MIS system. Essentially, this is just a change in the database we use, but it also means a change for parents in terms of where they find information about their child and report absences. From the 14th February, Edulink will no longer be in use, and we aim to have the Arbor Parent Portal running by the 3rd March. Unfortunately, this means that you will be unable to access data pertaining to your child for the week beginning the 24th of February, however this data will be accessible after this point. **With regards to absence reporting in that week, please email [attendance@bordengrammar.kent.sch.uk](mailto:attendance@bordengrammar.kent.sch.uk) rather than phoning in.** After this point, absences will be able to be reported via the Arbor Parent Portal.

Before the 3rd March, we recommend that you download the Arbor App, and instructions on how to do this can be found here:

[Arbor Parent App - How to Download](#)

Once you have downloaded the parent app, and from the 3rd March onwards, you can log in using the email address this communication has been sent to. You will need to reset your password by going to <https://login.arbor.sc> and clicking **Forgot your password?** to finish setting up your account.

You will then be able to navigate through your child's profile, view their attendance to lessons, view their behaviour and achievement and report absence. You are also able to do this for multiple students if you have more than one child with us. Instructions on how to do this can be found here:

[Using the Arbor Parent App](#)

Unfortunately, one area that we are unable to automatically transfer over is the academic data and therefore this will need to be manually transferred. There will subsequently be a delay to audit data being submitted and then sent out to parents. Further information surrounding this will be provided next term.

For now, we will still be using Scopay for finance, however we will be in contact in due course as this will eventually be moving to Arbor also.

Whilst there will inevitably be an adjustment or snagging phase, this will ultimately benefit the school in a multitude of ways. We are sorry for any inconvenience this move may cause and would like to thank you in advance for your support and cooperation.

I would also like to remind parents that this Friday 14th February 2025, is a Staff Development Day and therefore the school is closed to students. We apologise that this was only appearing on the website calendar and not showing on the Edulink calendar.

Kind regards,

Mr A Tomlin  
Headteacher

Headteacher: Mr A Tomlin MA NPQH

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