



13th July 2023

Dear Parents/Carers,

I am writing to inform you of some upcoming changes to our IT systems. During the summer holiday we will be moving to a new school management system, Arbor. This will change how we currently use Edulink and ParentPay.

Edulink

Current parent and student access to Edulink will remain until **Thursday 31st August 2023**. From **Friday 1st September 2023**, Edulink will no longer be used by parents and students. It will be replaced by the Arbor Parent Portal and App and the Arbor Student Portal.

Arbor systems will allow you to view details and communicate with the school in very similar ways to Edulink. This will include:

- Absence reporting
- Viewing attendance records
- Viewing achievement and behaviour records
- Receiving and sending messages to the school
- Viewing home learning (homework) details
- Viewing student reports

Further details, including username and passwords, will be sent to you by e mail on 1st September. Students will be given new user details on the week of term (6th September).

To ensure that we transfer up to date contact information for you to Arbor, please could any changes be made using the "Update Information" feature within Edulink by **Wednesday 19th July 2023**.

ParentPay

Arbor also has an integrated payment section and Parent Pay will not be used as all payments will be able to be made through Arbor.

- Parent Pay systems will not be able to be used after **Monday 31st July 2023**.
- By 31st July, please clear any outstanding debts and pay any instalments which are due on ParentPay.
- During August, no payments will be able to be made.
- On 1st September, user details for Arbor will be sent to you. This will give access and instructions on how to use Arbor payments. Credit for school meals will be able to be added from this date.
- Payments made to ParentPay for trips involving instalments will be carried over to Arbor.
- Any remaining credits and debits on ParentPay accounts will be transferred to Arbor.



Aspens

Arbor has an integrated meal selection service which will be used for all meal selections in the Primary phase from 1st September 2023.

- Aspens meal selection system will no longer be used to book meals **after Friday 21st July 2023 and no further payments should not be made.**
- **Do not book any meals using Aspens after 21st July 2023.**
- Any remaining meal credits you have available on Aspens will be transferred over to Arbor.
- On 1st September, user details for Arbor will be sent to you. This will give access and instructions on how to use Arbor payments. Credit for school meals will be able to be added from this date.

If you have any questions regarding ParentPay, please contact info@nia.emat.uk

Further information and a quick introduction to the Arbor parent portal and App can be found by clicking on these links:

[Quick Introduction to Arbor](#)

[Parent Portal and App](#)

We look forward to introducing this system and the benefits that it will bring. Thank you for your continued support.

Yours faithfully

Mr Martin Serráo
Executive Headteacher
Northampton International Academy