

20<sup>th</sup> July 2026

**Principal:** James Harding-Mbogo

Dear parents and carers,

Thank you to everyone who attended our new parents' welcome evening on Thursday 2<sup>nd</sup> July. It was wonderful to meet many of you for the first time and so many of our existing parents. We also thoroughly enjoyed spending the Induction Day with our new Year 7 cohort: they all participated enthusiastically with the activities and events we put on for them, and we are looking forward to them starting school on Thursday 3<sup>rd</sup> September.

### HOUSES AND TIES

(Student name) will be in (house) and their tutor group will be (tutor group). Students wear a tie with a coloured stripe in house colours, which you can purchase from Monkhouse school uniform shop [www.monkhouse.com](http://www.monkhouse.com)

Aquila House – green stripe

Cygnus House – blue stripe

Orion House – red stripe

Pegasus House – yellow stripe

### PARENT INFORMATION GUIDE

Our parent information guide has been uploaded to the school website at [www.novahreodacademy.org.uk](http://www.novahreodacademy.org.uk). If you require a printed copy, please email [admin@novahreodacademy.org.uk](mailto:admin@novahreodacademy.org.uk)

### PARENT TRANSITION INFORMATION EVENING

If you were unable to attend the Year 7 Transition event on Thursday 2<sup>nd</sup> July, there will be another opportunity to receive this important information on **Wednesday 9<sup>th</sup> September from 6.00pm to 7.00pm**.

Our parent information evenings are key events where we share essential information about the transition to secondary school, as well as the bespoke support available to Year 7 students. We value the strong partnership between home and school and believe that working together is vital to ensuring your child is well supported throughout their transition.

As the information we provide is updated each year, we ask that all parents who were unable to attend on 2<sup>nd</sup> July join us in September, even if you already have older children attending the school. We look forward to welcoming you.

Please complete this form to let us know you will be attending [Year 7 New Parents' Evening form](#).



## **ARRANGEMENTS FOR THE START OF TERM**

Your child's first day of school is **Thursday 3<sup>rd</sup> September** and they will need to attend in full school uniform with the required equipment as outlined in the Parent Information Guide. We ask for students to arrive at 8am on this day. They will also need a full water bottle with them. Lunch on Thursday and Friday will be provided to students free of charge but they can bring packed lunch if they wish.

## **MEDICATION**

It is important that we are aware of any medical conditions your child may have. Even if you believe we already have this information, please let us know again to ensure our records are up to date. Please email [admin@novahreodacademy.org.uk](mailto:admin@novahreodacademy.org.uk), and Mrs Read will be in touch.

In line with Department of Education (DofE) guidance, we do not store medication at school for any student unless they have a medical healthcare plan and storage of medication has specifically been requested by parents as part of this plan. This means we will not store paracetamol, ibuprofen or other medication for students. If your child has an individual healthcare plan and you believe it is not appropriate for them to self-manage their own medication, we would ask that you put this in writing to the school by emailing [admin@novahreodacademy.org.uk](mailto:admin@novahreodacademy.org.uk).

If your child has a significant long term health condition that requires us as a school to store prescribed medication and there is not already an individual healthcare plan in place, please contact Mrs. Read on the email address above to arrange an appointment to discuss this further.

## **STUDENT RECORDS AND EMERGENCY CONTACTS**

It is important that we have three emergency contacts for each student. Please provide this information using Arbor. You can do this online at <https://login.arbor.sc> and click *Forgot your password?* to finish setting up your account (you will need to use the same email address you have registered with the school to do this). Alternatively, you can download the Arbor Parent App onto your mobile device. This will allow you to see your child's school records and update the information we hold.

**Please complete your emergency contacts by the 31<sup>st</sup> July.**

For help with Arbor please see the attached flyers or visit [Parent Portal and App](#). If after this, you are still having issues please contact [admin@novahreodacademy.org.uk](mailto:admin@novahreodacademy.org.uk).

## **CONSENTS**

We also require all parents to complete a number of consents for their child, this can again be done via Arbor (Please see above for how to login to Arbor).

When you login to Arbor please select the different consents shown in the notices section in order to provide the school with the necessary consents for your child (please see the example below).

| View Student Profile                                                              |   |
|-----------------------------------------------------------------------------------|---|
| <b>Notices</b>                                                                    |   |
|                                                                                   |   |
| You have not consented to Administer First Aid for<br>- click to correct          | ▶ |
| You have not consented to Home School Agreement for<br>- click to correct         | ▶ |
| You have not consented to Photograph Student for<br>- click to correct            | ▶ |
| You have not consented to Press / 3rd Party Photography for<br>- click to correct | ▶ |

Please complete the consents section on Arbor by the 31<sup>st</sup> July

#### ARBOR PAY AND CASHLESS CATERING

Over the summer holiday we will be moving from using Parent Pay to using Arbor Pay. This change should simplify payment for catering, trips and items as it will become possible to now do this within the Arbor App. Nova Hreod Academy is a cashless school and school meals, trips and equipment will be paid for via Arbor Pay.

#### SCHOOL MEALS AND SPECIAL DIETARY NEEDS

You should have received an email requesting any dietary requirements or allergy information for your child. If you have not yet returned the relevant forms, please do so as soon as possible. The forms can be found on our website under [Parents > Communications> Letters to Parents](#). This information will be shared with our catering provider, Sodexo, to help ensure your child's needs are met.

The free school meals application process has changed. If you would like your child to receive free school meals, you must submit an application, as children will **not** be automatically enrolled.

Thank you to everyone who has already completed their application. If you have not yet applied and wish to do so, please refer to the information available on our website under [Parents > Communications> Letters to Parents](#), then complete the [Free School Meal Eligibility Checker - New September 2026 starters](#) form. The deadline for applications is **Monday 31 August 2026**.

If you have any questions please contact:

For Arbor enquiries: [admin@novahreodacademy.org.uk](mailto:admin@novahreodacademy.org.uk)

For general transition enquiries: [year7manager@novahreodacademy.org.uk](mailto:year7manager@novahreodacademy.org.uk)

Yours sincerely

A handwritten signature in blue ink, reading "J Harding-Mbogo". The signature is written in a cursive style with a large initial "J" and a stylized "Mbogo".

James Harding-Mbogo  
**Principal**



# We're using Arbor's free Parent Portal and Parent App

## We've chosen Arbor to help us manage our school.

Arbor is a simple, smart and cloud-based MIS (Management Information System), which helps us work faster, smarter and more collaboratively as a school. The Parent App and Parent Portal mean we can keep you informed about your child's life at school in a much more accessible way. Log into Arbor to see and update your child's information, get live updates and make payments or bookings on the go!

The Parent Portal works on Google Chrome (computer or laptop) and you can download the Parent App from the App Store or Google Play Store on your phone (Android 5.0; iOS 10.0 and upwards).

## How to get started

1. Wait for your welcome email from us telling you Arbor is ready - you won't be able to log in before
2. Click the link in your welcome email to set up your password
3. Go to the App or Google Play Store on your phone and search 'Arbor'
4. Click 'Install' on Android or 'Get' on iPhone then open the App
5. Enter your email, select the school, then enter your password
6. Accept the Terms & Conditions and enter your child's birthday

The Sunnyville School of Magic  
W10 5BN, London, GBR

Enter your password

Log in

Forgotten password?

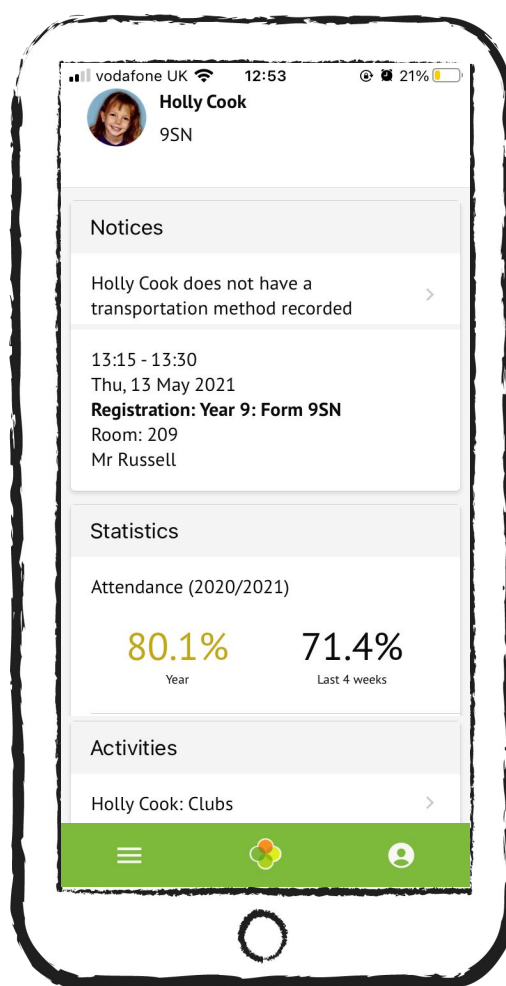
## Need help using Arbor?

**Contact the school office if you have questions about Arbor, the App or Parent Portal.** Tell us the type and model of your phone, e.g. an iPhone SE, and include screenshots or screen recordings.

To safeguard student data in line with General Data Protection Regulations (GDPR), Arbor only works directly with schools.

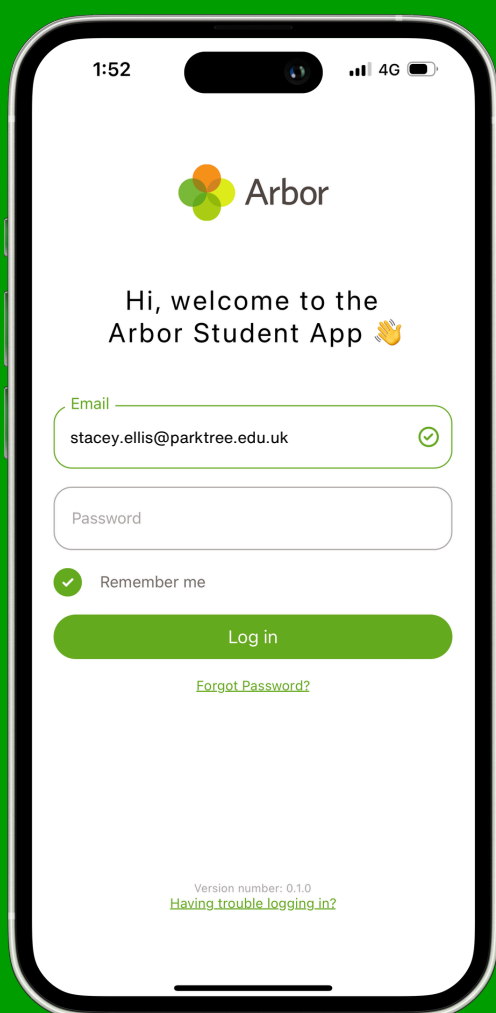
### Some tips to try:

1. Ensure your username is the email address you use for Arbor. Ask us to **check the email address** linked to your account.
2. **Reset your password** from the login page, or ask us to do this.
3. If the login email was sent to you more than 96 hours ago, the **password link will have expired**. Ask us to send it again.
4. Ask the school office to check that your email address has not been used twice - e.g. on another guardian or child's profile.
5. **Enter the birthday** of one of your children to log in.
6. Only relatives who are **Primary Guardians** of a child can access the Arbor App. Ask us to check you can access Arbor.



# We're using the Arbor Student App!

Access your day-to-day school information, understand your progress, and receive in-app messages from teachers and staff straight to your phone



Log in in seconds with Face ID

Receive in-app messages and reminders on your phone

Check your calendar, it's always up-to-date

Track your behaviour points, assignments, and attendance

Ask questions about your day, and get answers instantly

Scan the QR code to download the Arbor Student App, and use your school email address to log in

