



Main Road, Smalley Derbyshire DE7 6EF
01332 880317

Executive Headteacher – Mrs P Atwal

Wednesday 29th January 2025

Dear Parents/Carers,

At the start of this academic year, all schools within the Embark Multi-academy Trust moved to a new management system - Arbor. From Wednesday 29th January 2025, Richardson Endowed Primary School will be asking parents/carers to keep their contact information up to date on the Parent Portal and/or the Parent App. For links to these, please see below:

Arbor – Parent Portal (for PC users): [Arbor Login](#)

Arbor Parent App (iPhone Users): [Apple - Parent App](#)

Arbor Parent App (Android Users): [Android Store - Parent App](#)

Please Note:

You must be using at least Android 5.0 or iOS 13.0 in order for the App to function properly.

You will receive an email invitation explaining how to create your account. The activation email may go into your junk inbox, so please make sure you check there. Once you have activated your account you will be able to log in from a computer (Parent Portal) or phone (Parent App) and make any changes to your phone numbers, email addresses and home addresses. You will also be able to change your child's details, if necessary.

Please only set up for Richardson Endowed Primary School with the link provided. If you have children at other schools, who use Arbor, they will be sending their own unique link.

You will be able to add emergency contacts yourself but if you wish to delete or amend any of your emergency contact details, you will need to contact the school office either via email: info@richardson.derbyshire.sch.uk or by telephoning 01332 880317.

Yours sincerely,

Richardson Endowed Primary School