



# Windsor High School and Sixth Form



A part of Windsor  
Academy Trust

## Headteacher

Mr S R Lanckham, B.Ed.  
(Hons), NPQH



Richmond Street, Halesowen, B63 4BB



0121 550 1452



info@windsor.windsoracademytrust.org.uk



www.windsorhighschool.org.uk



@Windsor\_Tweets

Company registration no. 07523436  
Place of registration: England

Our Ref: parent ltr feb 24/bmo/arbor/ath

8 February 2024

Dear Parent / Carer

I hope this letter finds you well.

As part of our ongoing efforts to enhance communication and streamline information for parents, we are excited to inform you about an important change in the Management Information System (MIS) used at Windsor High School and Sixth Form.

Starting Monday 19 February, we will be changing the Management Information System used in school from SIMS to Arbor, a comprehensive and user-friendly platform designed to consolidate various systems used throughout the school. A MIS is the system schools use for student and staff data.

Moving forward, we will gradually phase out the use of ClassCharts as our primary tool for communicating with parents and move to Arbor. Arbor offers a more integrated solution that will not only facilitate better communication but also provide you with a convenient way to track your child's behaviour and receive your child's school records.

The benefits of this transition include:

- Consolidation of information: All school-related information, including messages, attendance, and behaviour records, will be accessible from a single platform.
- User-friendly interface: Arbor is designed with a user-friendly interface, making it easier for parents to navigate and access important information about their child's academic journey.
- Real-time updates: You will receive timely and accurate updates about your child's attendance, behaviour, and school activities.
- Efficient communication: The new system will streamline communication channels, ensuring that you receive important messages promptly.

We will send further communication in the coming months to advise when the use of ClassCharts will cease so there is nothing you need to do or should expect to see at this stage.

To help with the transition, we will also provide a simple user guide on how to access and navigate Arbor's Parent Portal and make the most of its features. Our aim is to make the transition as smooth as possible for you and your child.



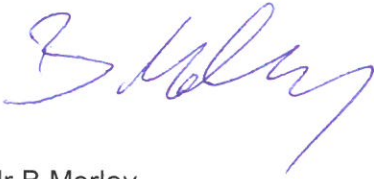
Artsmark  
Gold Award  
Awarded by Arts  
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We appreciate your understanding and cooperation as we work towards creating a more efficient and effective communication system for our school community. If you have any questions or concerns, please feel free to contact the school office, and our team will be happy to assist you.

Thank you for your continued support.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'B Morley', with a stylized, cursive script.

Mr B Morley  
Deputy Headteacher