



Thursday 23rd November 2023

Dear Parent/Carer,

It was lovely to see so many of you at parents' evening this week. We received a lot of feedback about homework (Assignments) in Arbor so I thought I'd drop you a line to try and help clear up some of the issues reported to us.

Why are my child's homework tasks mounting up in Arbor?

When we first started setting homework in Arbor, we didn't foresee the importance of the submit button in keeping our Arbor assignments neat and tidy. We've taken some steps to set this right so that we can hopefully keep on top of this now.

- We've booked every class an opportunity to go with their form teacher to the computers and learn how to submit assignments.
- We've asked teachers to go back and close any open assignments which the pupils aren't able to close. This is a remarkably time consuming process so this will take some time.
- From now on, all staff will be setting homework with a 'submit' button so that pupils can keep track of what homework they have completed.

How does 'submitting' an assignment work?

The submit checkbox has caused some confusion. If we could, we would rename it 'Completed' as that is more suitable for the job it does.

- Pupils need to access Arbor through their own account to mark homework as submitted (completed).
- Pupils should check the 'submit' box to say they have completed the homework.
- It will then move to the 'Submitted Homework' section.
- Pupils should hand in the homework as the teacher has asked for it. They do **not** need to submit work through Arbor unless is specifically says so in the assignment.

How does my child access Arbor?

We will be giving all pupils the opportunity to get going with Arbor in school, but it would be great if pupils practised accessing at home, getting into good learning habits.

- Pupils will need their school email address to access Arbor.
- If they haven't accessed before, they should use 'first time user' to get started.
- If pupils have accessed before, their log ins should be written in their planner.
- Once they've logged in to the student portal, they can start to explore!

- Pupils can...
 - See their timetable
 - View attendance and behaviour stats
 - See which homework assignments they've got coming up, and which are overdue
 - Mark assignments as completed
 - Sometimes pupils will be able to view assignment marks and comments

I hope that answers some questions you have. Thanks very much for your patience as we've got up and running with Arbor. If you have any questions or concerns, please contact the school office or email arborqueries@codsall-middle.staffs.sch.uk directly. We will be happy to help.

Yours sincerely

A handwritten signature in black ink that reads "KM Reade". The signature is written in a cursive style with a vertical line to the right of the name.

Mrs K Reade
Head of School