

5<sup>th</sup> December 2025

Dear Parents and Carers of Greenleas School,

We are writing to let you know that the school will be updating several of our internal systems early next year.

From **February 2026**, we will be moving to **Arbor**, a new Management Information System and Financial Management platform. This change will also include the systems we use for **parent communication, online payments, and general account management**.

We are making this transition to improve the efficiency, reliability and user-friendliness of the services we offer to families. Arbor will allow us to streamline processes and provide a clearer, more accessible platform for parents and carers.

At this stage, **no action is required from you**. We will share clear guidance on what you need to do, including how to set up your Arbor account and use the new features, well ahead of the launch date.

If you have any questions please direct them to the school office in the first instance.

Yours faithfully



Alexia Cook  
Business Manager

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Mrs Rebecca Clarke

**Chair of Governors:**  
Mr Lewis Wright

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