Marlborough Road Academy
The best in everyone™
Part of United Learning

ARBOR PARENT PORTAL APP

How to get started

1) Go to your Play Store or App Store and search for **Arbor Parent Portal**
2) Enter your email address
3) Click 'Find Your School'
4) Select 'Marlborough Road Academy'
5) Click 'Forgotten password?'
6) You will then receive an email with a link to create your password.
7) Log in on the Arbor app

Home Screen
On the home screen you will be able to see:

- Your child's attendance
- Accounts – Meal balance
- Activities – any clubs/trips
- Calendar

You will also be able to view your child's profile, to view the information we have on your child and amend any information if it has changed.

Payments
To manage a meal account, go to Accounts and click Meals. For other accounts, select the account name.

1. Above the table on the balance page, the credit/debit amount of the student account will show. Debt amounts will show in red and credit amounts will show in green.

Meals Balance: £10.00
Meals Balance: -£10.00

To make a card payment, click on the Top Up Account button.

You can select the bill payer and payment amount. Please note the minimum payment is £2. You can choose to pay now or to add your payment to your basket to pay later.

In the pop-up, add in your card details then click pay.

Once the payment is complete, your card will be charged and you will see confirmation that the transaction has been successful.

The meals balance will be updated to reflect the top-up right away.