



Washington Academy

Enriching Lives, Inspiring Ambitions

Dear Parent/Guardian,

Re: School system change over Christmas

We are writing to inform you about an important update regarding our school's management information system (MIS). Over the Christmas break, we will be transitioning from SIMS to Arbor. This will move the school on to a modern system which is being actively developed and is part of our ongoing efforts to improve our administrative processes and enhance communication with parents and guardians.

We are taking a phase approach, so initially you won't notice much change other than communication will arrive from a new number and email address:

- **New School Message Number:** 07520 660245
- **New School Email Address:** washingtonenquiries@consilium-at.com

Please watch out for emails being directed to your spam folder in January and mark the sender as safe for future communications. **The old SIMS message number will not be monitored following the move.**

For those who are using the SIMS Parent App, this will be deactivated in January and shortly after the move we will be launching the Arbor Parent App which brings several key benefits, including:

- **Improved Communication:** Stay in touch with the school easily and for free with in-app messages.
- **Access to Important Updates:** Receive and view important updates directly through the app.
- **Attendance & Absence:** Quickly check on your child's attendance and report absences
- **Records Management:** Update important details such as address, phone number, email address, medical, etc.
- **Booking Management:** Register your child for clubs, trips, and parent evenings.
- **Report Cards and Academic Progress:** Download report cards and track your child's academic progress, including their targets for the year.

We believe that the Arbor Parent App will greatly enhance your ability to stay informed and engaged with your child's education, more information on this will follow in the coming weeks.

Please note that we will continue to use Class Charts for behaviour for the rest of this year, and you can continue to access your Class Charts parent account as usual. Additionally, payments will continue to be processed via Parent Pay. Over time we will be looking to bring these systems into the Arbor Parent App for your convenience.

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www.washingtonacademy.co.uk



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We appreciate your understanding and cooperation during this transition. If you have any questions or need further assistance, please do not hesitate to contact us.

Thank you for your continued support.

Yours sincerely,

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Mrs Carter



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