



17th July 2026

Dear Parent/carer,

I am writing to inform you that the last day of term will be an early finish for all students.

Students will be dismissed at **1:35pm on Thursday 23rd July**, following the end of **Period 4**. A **grab-and-go lunch** will be available from the canteen for students before they leave.

Just a reminder: WE ARE MOVING TO ARBOR!

From September, communication, behaviour and achievement points, parents evening booking, plus lots more will be ONLY available to view on ARBOR.

We have already created an account for you using YOUR PERSONAL EMAIL ADDRESS you provided to CoDA (the one we sent this to you on).

Before you can use the App to access your account you need to "activate" the account by logging in via a web browser, e.g. Chrome, Edge, Safari, etc, to set your password.

Go to <https://login.arbor.sc> and click "Forgot your password?" on the secure page and follow the on-screen instructions to set your password.

(Crucial Note for First-Time Users: You must set up your password and accept the terms of use through the Parent Portal (website) first. You cannot do this through the app.)

You'll then be redirected to the login page where you enter your email address (the one we have for you) and your newly set password, then click Log In, at which point you will be able to select the City of Derby Academy. During this half term, you will only see basic details within the Arbor app/portal. However, there will be more features enabled from September.

If you have any queries about accessing your account, please contact admin@cityofderbyacademy.org.

Yours Sincerely,

Claire Backhouse

Headteacher