



26<sup>th</sup> November/Tachwedd 26

**Important Updates:** Transition to New School Information System and End of Term Arrangements

**Dear Parents / carers,**

As part of a wider Cardiff Local Authority initiative, all schools in the city are moving from the SIMS Management Information System (MIS) to a new platform called Arbor. Whitchurch High School is included in the first wave of this transition, with our official migration date set for 3<sup>rd</sup> January 2026.

Our staff are currently engaged in training and preparation to ensure the move is as smooth as possible for students, staff, and families. We are working closely with Arbor, the Local Authority, and other schools to support this process.

As part of this change, the current SIMS Parent and Student apps will be replaced by Arbor's Parent and Student apps/portals. Please note that it is likely data currently held on the SIMS apps, such as student reports, rewards and sanctions, will not be retained within the apps themselves, though all information will continue to be stored securely by the school. There will also be a period after Christmas when the new Arbor apps/portals will not be available while we complete the migration. This is because key systems, including the parent and student apps/portals, need to be rebuilt in Arbor before they can be used. During this transition, students will still be able to access their timetable via the SIMS app, as this function will remain open.

We appreciate your patience and understanding during this period of change. We are confident that, once fully implemented, Arbor will offer long-term benefits in terms of usability and communication for our whole school community. At this stage, there is no action required from parents or carers. We will share further details about what this change means for you and your child, and how to access the new app/portal, as soon as staff have received the relevant training.

**End of Term Arrangements:**

We also want to let you know about a change to our end of term arrangements. In previous years, the school has finished early at the end of the Christmas and summer terms. From now on, the school day will finish at the usual time (**3:00pm**) on these occasions. For your reference, the end of the Christmas term will be **Friday 19th December**, and the end of the summer term and academic year will be **Friday 17th July**. This change ensures pupils receive their full learning time, and provides clear, consistent arrangements for all families. We understand this has been a valued tradition for some families and appreciate your understanding and support as we make this change.

**Kind regards / Cofion cynnes,**

**Emma Aston**

Assistant Headteacher (Personal Development and Community Engagement)