



St. Peter's

Church of England Primary School

Love Learn Shine

Thursday 9 July 2026

Dear Parents and Carers,

I am pleased to write with information about the children's end of year reports.

We know parents value teachers who are focused on planning and delivering the very best education during the school day, including enrichment activities such as clubs, trips, and residential. By making better use of systems such as our Management Information System (MIS), which families are likely to know as 'Arbor', we aim to meet your expectations while supporting the staff who work so hard to help your children Love, Learn and Shine.

As has been the case with end of term reports this year, the end of year reports have been written within and can be accessed from Arbor. Using Arbor for reports provides parents with a secure digital record that can be accessed at any time, allowing them to review both current and past reports in one place. It is also more efficient from an administrative perspective, reducing duplication of work and saving valuable time for all colleagues involved in the report-writing process.

In addition to using Arbor to support staff wellbeing and help manage workload during the busy reporting period, the school has used Artificial Intelligence (AI) as a tool to assist in the preparation of end-of-year reports. Any AI-generated content has been carefully reviewed, edited and approved by teaching staff to ensure that reports remain accurate, personalised and reflective of each child's progress and achievements. The AI tools used operate with enterprise-level data protection and security measures, and human oversight has been maintained throughout the process to ensure the quality and integrity of all report information.

The format is largely very similar to previous end of year reports. It can be viewed via Arbor and printed if parents wish to make a paper copy. As well as the main written narrative report, families with children in reception will receive an additional personalised photo page. This will come in addition to the main report. Due to the sending mechanism of these different reports they may not come at the same time but should both come within the same day, Friday 10 July.

Key Dates

- Reports will be sent from mid-morning Friday 10 July 2026.
- Contact us only if not received by: 2.30pm Friday 10 July 2026.

As we are sending over 240 reports, the process, although automated, may take some time. Please only contact us if you have not received your child's report by the time stated above.

Report Acknowledgement

After families have had chance to read through their child's report, we would be most grateful if they could complete our short online report acknowledgment slip which can be accessed via this link [here](#).

Need Help?

We have included a frequently asked questions (FAQ) at the of this letter which we hope is of help to families. We hope that the time and care invested by staff in preparing these reports is reflected in the quality of the information provided, and that you find the report clear, detailed and comprehensive. As a result, we anticipate that it will answer most questions you may have about your child's progress and development. However, if you would like to discuss a particular aspect of the report further, please email admin@stpeters.ycst.co.uk, indicating the specific section(s) you would like to discuss, and we will be happy to arrange an appointment where appropriate.

Thank you for your continued support. If you have any questions or concerns, please email us at admin@stpeters.ycst.co.uk or call our friendly office team on 01423 569684. For non-urgent queries, email is best.

Best wishes

Mr Paul Griffiths – Headteacher

End of Year Reports Frequently Asked Questions -FAQ

1. What is Arbor and how do I access it?

Arbor is our secure online platform for school communication and reports. You can access it via the online Parent Portal via a web browser or download the Arbor Parent App from your app store. If you need help, please see the guide [here](#).

2. What if I don't receive my child's report?

Please wait until 2.30pm Friday 10 July before contacting us. After that, email admin@stpeters.ycst.co.uk or call 01423 569684.

3. Why might my child's report have gaps or blank sections?

This usually means your child hasn't yet studied that subject this year. Some subjects are taught in blocks. If they have had any significant absence or joined part way through the school year there may be some gaps.

5. What will be in the report?

Your child's report is designed to be clear and easy to understand. The format and layout are based on the previous 'Word' based document. It will include key information such as their attendance so far this year, behaviour merits, attitudes to learning in different subjects, and their current attainment (how they are doing compared to expected standards).

As has always been the case there will be a narrative comment from the class teacher and the Headteacher.