

Whitecote Primary School

Headteacher: Frances Stead

Telephone: 0113 2164800

Website: www.whitecoteprimary.co.uk

Twitter: @whitecote

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**Wellington Grove
Bramley, Leeds
LS13 2LQ**

Date: 03.10.2025

Dear Parent/Carer,

FREE Tuesday Competitions at Leeds West Academy

A guide on how to sign up for a sports event on Arbor

We are writing to inform you that the sign-up process for Tuesday competitions has changed. This is to streamline the competition process for participants and increase the engagement and enjoyment of sport across school.

When a competition is announced, a message will be sent in-app on Arbor to the relevant year groups. Within the message, all the information about the event will be enclosed – including event name, date, time and maximum number of participants. **Replying to the event message does not count as signing up.**

Before signing up, please ensure you have discussed this opportunity with them before signing up as we like to take as many children as possible.

If a pupil has signed up to multiple events and neglected to attend these events, this takes up a space of another child who loses the opportunity to attend so please ensure your child is free to attend on the specified date.

A confirmation message will be sent to confirm your child's place on the trip.

How to sign-up:

Turn over the sheet and follow the instructions on the back to sign up for free sports trips.

Kind regards,

James Graham
PE Lead

Frances Stead
Headteacher



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On the Arbor Parent App:

Free trips

A slide over menu will appear where you can add consent (if your school requires this) for the trip by ticking the checkbox and ticking **Add Consent**.

« Back Register Molly for Trip

Trip Price	
Trip price	Free

Previous Payments for This Trip	
Already paid	£0.00

Add Consent	
Consent*	<input type="checkbox"/>

Cancel Add consent

Once consents have been confirmed, you will be taken back to the **Trip Overview** page. You will now see that the **Status** field will have been updated to confirmed (assuming consent was not refused).

When returning to the **All Trips** page, the trip will now be displayed in **Upcoming Trips**, rather than the **Open Trips** section.

Molly's Upcoming Trips

Calendar sales	01 Jan 2021, 08:54 - 09:00
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A confirmation message will be sent from school staff to confirm a spot has been reserved.



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