

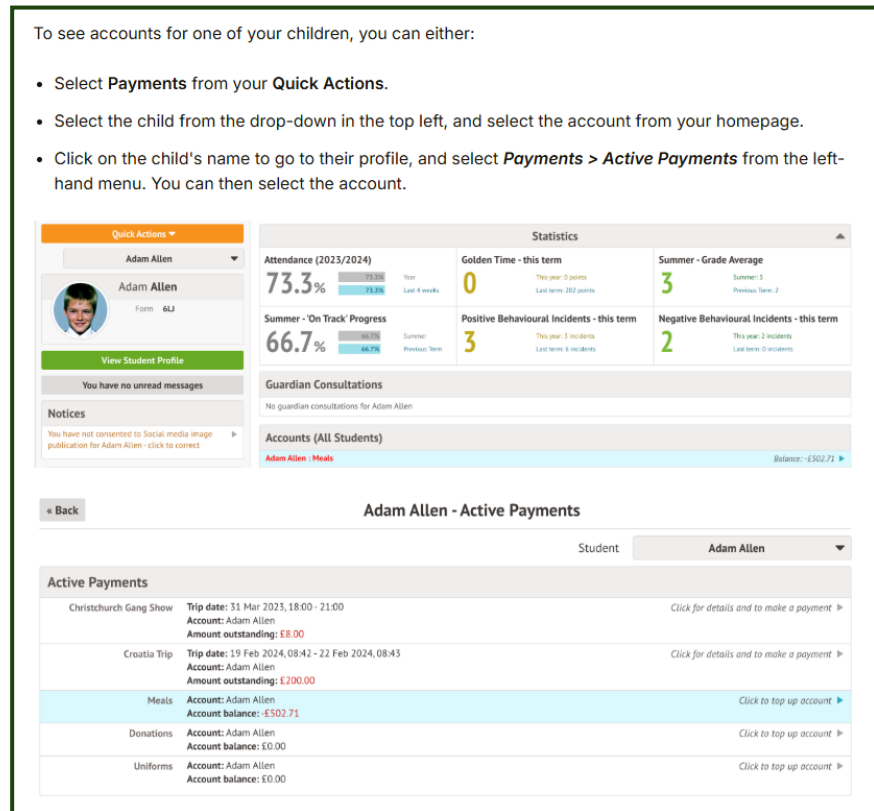
Tuesday, 08 September 2026

Dear Parents/Carers

Using Arbor to pay for Breakfast Club, School Meals, After School Clubs and Trips. The Arbor app has limited functionality so it is best to access your Arbor account online on the internet. Your login details will be the same as for using the app.

To see accounts for one of your children, you can either:

- Select **Payments** from your **Quick Actions**.
- Select the child from the drop-down in the top left, and select the account from your homepage.
- Click on the child's name to go to their profile, and select **Payments > Active Payments** from the left-hand menu. You can then select the account.



The screenshot shows the Arbor system interface for a student named Adam Allen. It includes a sidebar with 'Quick Actions' and 'View Student Profile'. The main area displays 'Statistics' for Adam Allen, including Attendance (73.3%), Summer 'On Track' Progress (66.7%), Golden Time (0), Positive Behavioural Incidents (3), and Negative Behavioural Incidents (2). Below this, there are sections for 'Guardian Consultations' and 'Accounts (All Students)'. The 'Active Payments' section lists various accounts with their balances and options to click for details or to top up.

Arbor payment guidance can be found on the help section of their website by using the following link.

<https://support.arbor-education.com/hc/en-us/sections/12209476383517-Parent-Portal-and-App-Payments-School-Shop-Meals-Clubs-and-Trips>

If you have not already accessed your Arbor account either online or via the app you will need to do this to be able to use the payments section. If you need assistance with this please contact the office who will be able to help you.

You can view a calendar of the the bookings for breakfast and after school clubs you have made by clicking on the My Calendar button at the bottom left of the home page.

PLEASE NOTE: Breakfast club session bookings can only be made if the account is showing a credit balance available so you would need to add funds to the breakfast club account prior to making bookings. Parents can not cancel breakfast club bookings so if you need to cancel a booking due to an unexpected circumstance you would need to contact the school office to do this for you.

Thank you for your continued support

Yours sincerely



Mrs J Bayliss
Head Teacher