



Principal: Mr. N. Glover

Wednesday 9<sup>TH</sup> July 2025

## Arbor Payment System

Dear Parent/Carer,

As you are aware, we moved our Management Information System (MIS) from SIMS to Arbor at Easter last year, which has significantly improved our administrative processes and communication with families.

I am writing to inform you that we are now making the next step in this transition by moving to the Arbor payment system from 1st September 2025. This change will streamline all payment processes with our MIS system to provide you with a more efficient and user-friendly experience.

The system does depend on parents being signed up to the Arbor Parent Portal. Log in details have been sent to those parents who have not yet completed their registration.

Please note that as of **Friday 18<sup>th</sup> July 2024**, you will no longer be able to make payments through Scopay, please ensure that all accounts are up to date before this date. All outstanding balances will be transferred over the summer holidays and will be available for you from **Monday 1<sup>st</sup> September 2025 in Arbor**.

The Arbor Parent App is truly all-encompassing and will allow you to make payments for a wide range of school activities and services, including:

- Educational trips and visits
- School meals
- After-school clubs
- Wraparound care services
- Other school-related expenses

This unified system will provide you with greater convenience, as all payments can be managed through one simple application.

We will be providing detailed instructions on how to access and use the Arbor Parent App closer to the implementation date. If you have any questions or concerns about this transition, please do not hesitate to contact the school office.

Thank you for your understanding and cooperation during this transition period.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'N. Glover', is written over a light blue horizontal line.

Mr N Glover  
Principal

