



Dear Parents/Carers,

Once your child is admitted into our school and added to our management system you will have access to our online payment system in order to pay for school meals, snack, breakfast clubs and trips. **All** payments made to school will be through the online system. We will be unable to accept cash/cheques.

In order to set up an account you need to visit the following website <http://sssj-cofe.uk.arbor.sc>. You will need to click on first time login to activate your account with your email address. If you are experiencing problems logging in please speak to the school office on 01204333583. If you prefer to use an app to make payments you can download this in the App Store by searching for Arbor Parent and Guardian Portal.

Please note that you will not be able to activate your account on the app this needs to be done on the Arbor website - once your account is activated you will then be able to use the app.

You should have provided school with an up to date email address on the data collection form and this is the email we will use on Arbor.

If you need any help or further information please call into the office.

Thank you

Miss K Jones
Principal