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Headteacher: Mr Tim Beavan

Arbor Parent Portal

All Primary guardians should now have received a Welcome to Arbor email with login details to access the new parent portal. If you haven't, please ring or email the school office as soon as possible.

Bookings for breakfast club have already been moved from Scopay to Arbor for next week. Unfortunately, it is not possible for the office staff to forward book meals for children. If you are able to reselect your child's meal on the Parent Portal, that would be very helpful for next week, otherwise we have printed what was booked in Scopay and will transfer your meal choice to Arbor on the day.

Some additional information:

- To book a meal, breakfast club or a trip, please click on the orange 'Quick Actions' button.
- Please continue to check & update your child's profile.
- If your child has two primary guardians on Arbor and one wishes to unsubscribe from emails, please let the office know.

Breakfast Club:

- The new deadline for booking breakfast club is 3.45pm the day before. This will allow us to plan staffing.
- Breakfast club bookings cannot be cancelled by a parent. Please contact the office by 12 noon the day before to cancel.
- If you pay by childcare vouchers you are able to book ahead, without money on the account. Please email the office to let us now when you have topped up your account, so we know when to expect the payment.

Meals:

- The deadline for booking a meal remains at midnight the day before. Please note the charge for a meal will not show on your account until after the lunchtime has passed. If you are not entitled to free school meals, please top up your account before booking a meal.
- Parents can amend meal choices up to the booking deadline.
- The office can not book meals for parents, please ensure a meal has been booked for your child or a packed lunch provided. Children without a lunch will be given a jacket potato and your account will be charged accordingly.

Trips:

- If a trip has already been set up on Scopay, please continue to pay on Scopay. All NEW trips will be setup on Arbor.

Please do not hesitate to contact the office with any queries, alternatively, visit the [Arbor help centre](#)

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