

Thursday 10<sup>th</sup> July 2025

Dear Parents/Carers,

### Arbor Payments

Following the successful move to Arbor and the more recent transfer to their communications module, we are now set up for payments.

All outstanding balances and have now been transferred to your child's account.

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

You can now make payments on Arbor for the following:

- Meals
- Owls Nest Before and After school club
- Uniform (Ties)

These modules should then be available on your Arbor Parent Portal/App from today – Thursday 10<sup>th</sup> July.

### Toast & Milk

Unfortunately this is going have to be a new process – this will not take place until September and more information will follow.

Bookings that have been made via Scopay for Toast & Milk for the remaining of the year will still go ahead.

### Trips

Please still pay for any remaining trips on Scopay including Alton Castle. All outstanding balances need clearing or these will be transferred over. Trips payments will stay on Scopay until 18<sup>th</sup> July.

Parents making payments for Alton Castle 2025, please be assured that your existing credit balances will be transferred to Arbor over the summer.

Please check your child's account for outstanding balances for all other clubs, meals and trips, and ensure that **payments are made and cleared by 18<sup>th</sup> July**. Payments not made will appear as debits on your accounts in September.

I thank you in advance for your patience as myself and other staff members familiarise ourselves with Arbor payments.

If you have any difficulties in registering or using Arbor Parent Portal, please contact the school office.

Yours sincerely

Mrs K Howard  
Academy Office Manager

Our Lady and St Benedict Catholic Academy, Abbey Lane, Abbey Hulton, Stoke- on- Trent. ST2 8AU

Telephone: 01782 234646

E-mail: [office@olsbprimary.org.uk](mailto:office@olsbprimary.org.uk)

