St. Mary's RC Primary School, a Voluntary Academy
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"Called to love as God loves"
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20th November 2025

Dear Parents and Carers,

We are writing to update you on the next steps in improving our school communication and payment systems.

From 1st December, we will be moving completely away from ParentPay and will instead be using Arbor for all school payments.
This means that from this date, you will be able to make payments and top up accounts for school meals, wraparound care, clubs and trips directly through the **Arbor Parent Portal**.

Important information – 1st & 2nd December

Please note that you will not be able to make any payments on the 1st and 2nd December while the system transfer work is carried out behind the scenes. Normal payment access will resume once the Arbor system is fully live.

What you need to do before 1st December

- **Please ensure all outstanding items on ParentPay are fully paid before 1st December. (Excluding Robinwood)**
- In due course your balances from ParentPay will be transferred and will appear in the Arbor. However, **where possible, we kindly ask that you calculate and clear your remaining balance so that it is at £0 on the 1st December.**
  This will help our office team to move everything over smoothly and avoid any delays in getting the new system up and running.

Quick reference: current costs

- **School meals:** £2.90 per day
- **Breakfast Club:** £4.00 per day
- **Afterschool Club:** £8.50 per day

If you have any questions, please do not hesitate to contact the office team, who will be happy to assist.

Kind regards,

Mrs Clerkin

Headteacher