



Gaddesby Primary School



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Website: www.gaddesby.leics.sch.uk

Headteacher: Mr Leigh Fox

14th April 2021

Dear Parents/Guardians,

IMPORTANT INFORMATION REGARDING PAYMENTS

Gaddesby Primary School is moving to a new system for parent payments and communications with effect from Monday 19th April 2021. The new system is an app called Arbor and is available to download from the Playstore on android phones or the Apple Store for Iphones. Arbor will replace School Money, Eduspot (Teachers2Parents) and Studybugs.

School Meals and Trips

You will be able to use this new platform to pay for school meals (Relevant to KS2 Children only) and trips. All lunches and trips from 19th April will show on Arbor.

If you have a credit balance on School Money when all the meals owing up to and including Friday 16th April have been paid for, the remaining balance on your School Money account will be refunded to you (onto the card you paid with).

If you owe for lunches taken up to and including Friday 16th April 2021 this will need to be paid, as soon as possible, on the School Money site. Please be aware that lunches for this week may not appear in your balance until Monday 19th April but should still be paid via School Money.

Communications

E-mails will come through to you as usual, there will be no more texts – we will use the App to send you messages - you will need the Arbor App to view them. To report a child absent please message us through the Arbor App only, please do not use Studybugs.

Downloading the Arbor App

Important - when you are setting up your account via the Arbor website please use a laptop or a computer and Google Chrome, after your first time logging in you can download the Arbor App on your phone and login via there.

Your username is your personal email address that you receive communications from school on. You will need to set a password, you may need to click on 'forgotten password'. *On your first login only you will need to enter your child's date of birth.*

Being a guardian for multiple children

If you are the Primary Guardian for more than one child in the school you can access and view each child through the same portal by clicking on the name at the drop-down menu with the children's names in the top-left of the home page, then change sibling. On doing this for the first time, you will need to enter your other child's date of birth to access their dashboard.

The move to Arbor will put all the apps in one place and will make payments and communications much easier, if you have any questions please contact Sue & Hayley in the office for assistance.

Kind regards

Leigh Fox
Headteacher

