



# Ashley Junior School

Ready • Respectful • Responsible

Monday, 4<sup>th</sup> March 2024

Dear Parent/Carer,



## **IMPORTANT INFORMATION – SCHOOL PAYMENT SYSTEM CHANGE**

Ashley Junior School are moving payment system from SCO (School Cash Office) to ARBOR; please click on the link for further information about the ARBOR system -

[https://support.arbor-education.com/hc/en-us/articles/212097029-A-quick-introduction-to-Arbor-for-guardians-and-parents#h\\_01HAPC98YPK9K3K74K0CT3M9PH](https://support.arbor-education.com/hc/en-us/articles/212097029-A-quick-introduction-to-Arbor-for-guardians-and-parents#h_01HAPC98YPK9K3K74K0CT3M9PH)

### **Key dates for your diary:**

- Friday 22<sup>nd</sup> March will be the last day meal and music tuition payments can be made on scopay [www.scopay.com](http://www.scopay.com) . Please help us by ensuring that there is enough funds in your child's account to cover any meals up to Thursday 29<sup>th</sup> March and all account debts must be cleared.
- School lunch orders will remain unaffected
- You will be able to make payments onto your child's Arbor account from Tuesday 2<sup>nd</sup> April.

Please click on the link below for the 'How to' guides:

<https://support.arbor-education.com/hc/en-us/articles/204177771-Payment-accounts-and-topping-up-the-meal-account-on-the-Parent-Portal-or-Arbor-App>

We appreciate your co-operation during this period of change.

Kind regards,

Admin team