8th September 2025

Dear Parents

Transition to Arbor Payments

As you are aware we are in the process of moving from Teachers2Parent/Eduspot to Arbor. You should all have received an email from our Arbor system and have been asked to confirm receipt of that email on our current T2P text system. If you have not received an email, please do check in your junk as quite a few parents have found them in there. If this is the case, please ensure you mark it as not junk, so that you do not miss any future emails.

Over the next couple of weeks we will be transferring everything across to Arbor including payments. The Payment part of Teachers2Parents/Eduspot is the first to deactivate and this will take effect from midnight on 12th September. No payments should be made in T2P from this date.

To aid us in making the transfer process to Arbor as smooth as possible, please could you reduce any money which is outstanding on T2P **as much as possible by this Friday, 12th September**. Please do come and see/contact me if you have any issues with doing this, or are unable to. Any money which is still outstanding after this date will be transferred across to Arbor, but this will show on your account as one lump sum and you will not be able to see the breakdown of how this sum is calculated.

Invoices for any lunches and breakfast/ASC sessions which have been taken this term will not be created until the new system is set up, so please do bear with us and do not worry about not having received any requests for payments for these. As soon as the new system is up and running we will send out invoices for any outstanding money and you be able to make payments again.

Thank you for your support during these changes.

Yours sincerely

Lynda Croxton
Office Manager