



Athersley South Primary School

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www.athersleysouth-primary.co.uk

Headteacher: Mrs E. Sanderson
Deputy Headteacher: Mr J. Wheelwright



19th March 2026

Dear Parents and Carers,

You should recently have received a letter explaining how to set up your Arbor Parent Portal account. By now, most families should have access to the portal.

I am writing to inform you that from **Tuesday 14th April 2026**, the system used to book and pay for school meals, Breakfast Club, and other activities, clubs and trips will move to the Arbor Parent Portal.

Payments

Parents and carers can use the Arbor Parent Portal or app to securely pay for:

- School meals
- Trips
- Clubs (including Breakfast Club)
- School shop products (items which are periodically available to purchase, such as school water bottles and book bags)

Please note that from **12:00pm on Wednesday 25th March 2026**, access to school meals, Breakfast Club bookings and payments will no longer be available on the systems currently being used.

If you wish to make meal payments or Breakfast Club bookings using the current system (up to and including 14th April 2026), it is advisable to do so before **12:00pm on Wednesday 25th March 2026**. From **Tuesday 14th April 2026**, you will then be able to make bookings and payments through your new Arbor Parent Portal.

School Meals

From **14th April 2026**, you will be able to choose your child's meal through the Meals section of the Parent Portal. This will allow you to:

- View the school menu
- Select meal choices for a day, a week, or longer if required

Your child's teacher will also be able to register their meal choice during morning registration, as they do now.

Payment for school meals will be taken from the balance on your child's account. This balance can be topped up at any time through the portal using a secure card payment.

Please note that any balances remaining on your ParentPay account after we break for Easter on **Friday 27th March 2026** will be transferred as your opening balance on your Arbor Parent Portal. You do not need to take any action.

Please be reminded that from **Monday 13th April 2026**, the price of a school meal will be **£3.00**, as previously advised.

Children receiving Free School Meals or Universal Infant Free School Meals will not be affected by this change.

Please note that all pupil meal choices for **Monday 13th April 2026** will be taken by your child's teacher during registration.

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Breakfast Club

Breakfast Club sessions will be available to book through your Arbor Parent Portal until **4:00pm** the day before the session.

Breakfast Club will continue to operate as normal.

Please note there is a maximum of 30 places available per session, and these must be pre-booked on the Arbor Parent Portal before **4:00pm** the day before the session.

All existing Breakfast Club bookings made prior to **12:00pm on Wednesday 25th March 2026** will be transferred across to Arbor and will appear on your Arbor Parent Portal from **Tuesday 14th April 2026**.

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Changes to Contact Details

Parents and carers will also be able to request updates to personal details, such as contact phone numbers or email addresses, through the portal. These changes will then be reviewed and approved by school staff.

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School Communication

Please note that all communications from the school after **13th April 2026** will be sent through the Arbor Parent Portal.

If you have any questions or require any assistance, please do not hesitate to contact the school office.

Kind Regards

ASPS Team