

Abbots Hall Primary Academy



Committed to Safeguarding Children

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24th May 2024

Dear families,

As you may know, over the course of the year many booking and payment processes in school have been transferred to Arbor.

Using Arbor logins, families are now able to:

- Book your children onto trips and make payments
- Book your children into After School Club and make payments
- Make payments for breakfast club
- Make payments for school meals
- Book parents' evening times

This letter is to inform all families of a change to **booking and paying for After School Club** that will take effect when the children break up for the Summer holidays. It means that these changes will be live for any bookings made for when children return to school in September 2024.

Current booking and payment procedure

Families book After-School Club sessions and pay once their child has attended. Families are required to clear balances weekly.

New booking and payment procedure

Families will be required to pay for After School Club sessions at the time of booking. This means that sessions will no longer be bookable without prior payment.

If you have any questions about this change, please feel free to contact the school office.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Jack Arnold', written in a cursive style.

Jack Arnold
Headteacher

Achieve, Believe, Create

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The registered office is at Abbots Drive, Stanford-le-Hope, Essex, SS17 7BW