



St. John the Evangelist Catholic Academy

"Lord be thy word my rule."

Principal: Mrs H. Rigby BSc(Hons), PGCE, NPQH
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18th July 2025

Dear Parents/Carers,

Arbor Payments

As we approach the end of the academic year, I am writing to advise that we will not be using Scopay in the new academic year.

Following the successful move to Arbor and the more recent transfer to their communications module, over the next few weeks we will now be moving club bookings, trips, wrap around care, meals and all payments to the Arbor MIS. In part, this move is to help reduce the number of apps that we ask parents to use on a daily basis.

The system does depend on parents being signed up to the Arbor Parent Portal. Log in details have been re-sent today to those parents who have not yet completed their registration.

To ensure the accurate transfer of credit/debit balances, please could I ask that **no payments/purchases/bookings are made on Scopay after 11.59pm on Thursday 31st July.**

These modules should then be available on your Arbor Parent Portal/App from mid August

Parents making payments for Standon Bowers 2025, Alton Castle 2025 and Young Voices 2026, please be assured that your existing credit balances will be transferred to Arbor over the summer. If you are making card payments (not standing orders), please do not make any payments from 31st July, until you see the trip activate on Arbor.

Please check your child's account outstanding balances for all other clubs, meals and trips, and ensure that **payments are made by 30th July.** Payments not made will appear as debits on your accounts in September.

I thank you in advance for your patience as myself and other staff members familiarise ourselves with Arbor payments.

If you have any difficulties in registering or using Arbor Parent Portal, please contact the school office.

Yours sincerely

Mrs S Walklet
Academy Manager
