



Archdiocese of Birmingham
Our Lady of Grace Catholic Academy
Principal: Mrs S Rathbone, BA (Hons) NPQH
Woodland Street, Biddulph, Stoke - on - Trent, Staffordshire, ST8 6LW
Tel: 01782 512644
[E-mail: office@olognewman.co.uk](mailto:office@olognewman.co.uk)
Website: <http://www.ourladyofgraceacademy.co.uk>

Friday 27th June 2025

Dear Parents/Carers,

Arbor Payments

As we approach the end of the academic year, I am writing to advise that we are winding down the use of Scopay/Tucasi.

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 this week to those parents who have not yet completed their registration.

To ensure the accurate transfer of credit/debit balances, **please note that you will not be able to make payments/purchases/bookings for the following modules after 11.59pm Thursday 3rd July;**

- Meals
- Breakfast Club
- Care Club
- Uniform

These modules should then be available on your Arbor Parent Portal/App from Monday 7th July. Any credit/debit balances for these modules will be transferred.

You may notice new tiles becoming visible in the Arbor Parent Portal/App, but please do not use any of these until we switch these modules over on Monday 7th July.

Parents making payments for Stanley Head 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 18th July, until you see the trip activate on Arbor.

Please check your child's account outstanding balances for all other clubs and trips, and ensure that payments are made by 18th July. Payments not made will appear as debits on your accounts in September.

Please follow the link below to find information on using Arbor for payments:

<https://support.arbor-education.com/hc/en-us/sections/12209476383517-Parent-Portal-and-App-Payments-School-Shop-Meals-Clubs-and-Trips>

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

If you require this information in any other format, please contact the school office.



Mrs K McGough
Academy Office Manager

