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Wednesday 11th March 2026

Dear Parents and Carers,

I am writing to let you know that after the Easter break, we will no longer be using School Gateway to take payments or collect permissions for school trips. We will be moving to a new system called Arbor, which is already used in school for several of our internal processes.

You will soon receive an email from Arbor containing a link to the Parent Portal along with your login details. Please note that this email may end up in your junk / spam box.

Through the Parent Portal, you will be able to:

- View your child's attendance information
- Update contact details
- Communicate with the school
- Provide permissions/consents
- Make payments for school trips
- Book and make payments for Breakfast Club

Emails and text messages from STGCS will also come from Arbor after the Easter Break. Some test emails and messages will be sent before the break.

Breakfast Club

From the start of the summer term, you will need to book your child's place in Breakfast Club in advance and make payment at the time of booking. Arbor will clearly display your balance, helping to remove any confusion about attended sessions that may have occurred in the past.

Year 5 Parents and Carers

Please be aware that payments for PGL 2027 will continue to be taken through School Gateway, as this trip was set up prior to our transition to Arbor. This means that School Gateway will only be used for PGL payments after Easter, and unfortunately you will need to use both platforms until the end of the school year. We apologise for any inconvenience this may cause.

Thank you for your understanding and cooperation as we make this improvement to our school systems.

Kind regards,

Mr Woolridge

Office Manager

Chief Executive of St. Benedict Catholic Academy Trust: Mr. Jonathan Ronan BA (Hons), NPQEL

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