



# West Leigh Junior School

Principal: Mr M Aggus



CEO - Mrs C. Woolf

Friday 27<sup>th</sup> June 2025

Dear parents,

I am pleased to announce that we will be changing our communication and payment system from ParentPay to Arbor. You will have received a welcome email in order for you to set your password and to gain access to the program. Please look out for an email, checking your junk folder if you cannot see one. If you are not able to locate the email, please contact the school office. Arbor can be accessed via a mobile app or web browser, which should make it easier to use.

Arbor will be used for all communications and payments and will be the way in which you book trips, clubs, after school/breakfast club and meals from September, but for the remaining few weeks of term, please continue to book items in the usual way through Parent Pay. However, we will begin to send messages via Arbor before the summer holidays as a gradual introduction to the system and to ensure that everyone is ready to hit the ground running in September. **Once you have downloaded the app, please ensure that you allow notifications in order to receive communications from the school.**

We have high expectations for our new system and hope that it will make things easier for parents and the school. However, please be patient with us whilst we navigate the transition. Our office staff have been working very hard to ensure that they are up to speed but there will inevitably be teething problems as there are with any new system.

Thank you for your support.

Kind regards,

Mr M Aggus

Principal



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