

20th March 2026

Timeline for Transition from School Gateway to Arbor – Breakfast and After School Club Bookings

Further to our previous communication regarding moving communications and payments from the School Gateway to Arbor, we are writing further regarding the transition of Breakfast and After School Clubs booking/payment.

To help ensure a smooth transition from one system to the other, please note the Club booking deadline and arrangements for making payment by Childcare Voucher during the transition period.

- Clubs will continue to be bookable in the School Gateway app up to Friday 1st May. **Please ensure you have booked** any clubs you need in the first 3 weeks of the Summer term by **no later than Friday 24 April**.

- During the w/c 27th April, the Finance team will be transitioning balances in the School Gateway to children's equivalent accounts in Arbor. If you pay for Clubs by **Childcare Voucher**, we recommend you **transfer funds sufficient to cover bookings up to and including 8th May by Friday 24th April**, to ensure your account is in credit when you come to book clubs for the first week in Arbor.

- Any Childcare Voucher credits received into the school's bank account after 24th April will be allocated directly to your child's Arbor account.

- We are working towards bookings opening in Arbor on or around Thursday 30th April for Club bookings from Tuesday 5th May. Further communications regarding accessing the Arbor app/portal and how to book and pay for clubs will be issued nearer the time.

- PLEASE NOTE: for parents paying via Childcare Vouchers, we understand from Arbor, that accounts will need to be in credit to enable bookings. Alternatively, to secure booking(s), parents may choose to pay by credit/debit card if there is a delay in transferring childcare voucher funds.

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