



# Online Payments at Liscard Primary School

An introduction to our  
online payment system



Liscard Primary School is a cashless school – online payments help us reduce costs and keep the charges for school lunches, trips and visits to a minimum. Thank you for your support.

<https://liscard-primary.uk.arbor.sc/>



## What does Arbor do?

Arbor is our new main school pupil database. For you as a parent/carer, this will mean that in future you will have one system – the Arbor Parent Portal:

- to look at your child's attendance
- to book parent/carer evening meetings
- to register your child/ren for a club or trip
- to make payments securely
- to update information about your child and your contact details, removing the need for data collection sheets being sent home etc. meaning your data and that of your child is more secure.

## How does Arbor Pay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- gives you peace of mind that your payment has been made safely and securely
- helps with budgeting; payments are immediate, there is no waiting for cheques to clear
- payments for many of the larger trips can be made by instalments up to the due date
- Arbor is quick and easy to use

## How does Arbor Pay help our school?

- reduces the administrative time spent on banking procedures

- keeps accurate records of payments made to every service for every pupil
- reduces paper 'waste'
- allows for easy and quick refunds to be made back to the payment card
- improves communication between the school and parents concerning payments
- offers a more efficient payment collection process, reducing the amount of money held on school premises

## How do I get started?

We will send you an activation letter to enable you to setup your Arbor account.

To login into the Parent Portal for the first time and view your child's dashboard, you will need the email that came from your school to welcome you to Arbor. We also recommend that you log in for the first time on a desktop computer, using Chrome as your web browser.

This email will confirm your username (your email on school record) and a link for you to click on that will take you directly to your schools' Parent Portal site.

Hi George,

Welcome to Arbor! Sunnyville Secondary is using Arbor and has set up an account for you.

To finish creating your account, you just need to set a password. **Guardian's username**

Your username is: [redacted]

**Password creation link**

Click the link below to create a password and set up your arbor account:

https://[redacted]

If you have any queries, please contact Sunnyville Secondary on [redacted] or [redacted]

All the best,  
Sunnyville Secondary

**School Phone Number and Email**

On your first login only, you will need to enter your child's date of birth to access the dashboard.

## More information

More information can be found on the Arbor App, alternatively contact the school admin team.