

Framfield Church of England Primary School

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14th January 2026

Dear Parents and Carers

BREAKFAST CLUB BOOKINGS & PAYMENTS

We are writing to inform you that from Monday 2nd February 2026 Breakfast Club bookings and payments will move to “**Arbor**”, a web-based parent portal and App. This will bring us in line with other Pioneer Federation schools and others across the County.

Arbor provides parents with a quick and easy way of managing their child's school life. It acts as a central hub for communication and administrative tasks, replacing multiple paper slips, emails, and different payment systems. It also means that you will be paying for your child's Breakfast Club sessions **in advance**, and will not have to wait for Termly invoices to arrive retrospectively.

The App is simple to set up. Please follow these steps to get started:

1. Download the 'Arbor Parent App' on your smartphone or visit the portal via <https://login.arbor.sc/>
The App icon looks like this:



2. Use your e-mail address as your User Name.
3. Click the 'Forgot your password?' link, and follow the instructions on the screen.
4. You will receive an email with a link to reset your password.
5. You will now be able to log-in to the App/portal.

Once you've logged in, you will be able to see your child's details including their attendance rate to date. In time, we will be adding school trips, parent consultations and school lunches to Arbor.

How to Book Breakfast Club

1. Go to the Main Dashboard by selecting the three horizontal lines in the bottom left hand corner of the screen.
2. Click on “Clubs”. You will then see which Clubs your child can be registered for. There are currently 2 set up as follows:
 - o Breakfast Club with Breakfast (£5.50)
 - o Breakfast Club – Childcare only (£4.50)
3. Select the Club that you want to book. You will then go to a new screen where you will see two headings at the top in green:
 - o Register [your child's name] for this club
 - o Top up account
4. Select “Top up account”
5. At this point you should follow the instructions on screen to upload funds into your Arbor account, to cover the bookings you are planning to make. Payment will be taken from that

account at the time of booking, to secure your child's place. You will not be able to book sessions if your account is not in credit.

6. When you are ready to book a club, go through steps 1 to 3 again, but this time select "Register [your child's name] for this club."
7. Scroll down to the bottom of the next page to the "Choose Membership" option. Here you can choose whether you are booking individual days (daily), whole weeks (weekly) or whole terms (termly).
8. At the next screens you will be able to choose which dates you want to book, and also which "Session Interval" which will always be 07.45am – 08.35am.
9. Follow the instructions on the screen to finalise your booking.

Sign-up Cut-off Time and Cancellations

You can book your child's place at any time, up to the start of the session.

With regards to cancellations, please note that you will have been charged if you have booked a place. If you need to cancel a booking, please let us know at the earliest opportunity and we will arrange to credit your Arbor account. **The deadline for cancellations is 3pm the day before the booked session.**

We hope that this system will simplify the management of your Breakfast Club bookings and payments. Following this change, we will start to move Trip Consents, Parent Consultations and eventually school lunches over to Arbor and will no longer be using Parent Pay.

If you have any problems setting yourself up on Arbor, or making/paying for your Breakfast Club bookings, please get in touch with Mrs Kelly in the School Office from Wednesdays to Fridays.

Kind regards



Natalie Riley
Head of School