



Shaftesbury CE Primary School

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24 July 2025

Dear Families,

Further to my letter of 14 July, I am writing to provide further information about the introduction of parent payments through Arbor.

Credit and arrears balances on SchoolMoney

By 31 July 2025, any credit (or arrears) remaining on your child's SchoolMoney account will be transferred over to Arbor – you will see this added to the opening balance on your child's Arbor account.

Making Buzz Club bookings through Arbor

From today, you are able to book Buzz Club sessions for the autumn term on Arbor.

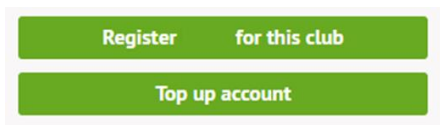
You will need to have registered your account with Arbor first – please [follow this link for guidance](#) on how to do this.

Once you've logged in to Arbor, go to the 'Clubs' section and you should see an option to register your child for Buzz Club, for either breakfast or after school sessions. Breakfast Club is charged at £3.00, with Buzz Club charged at £4.00 per hour.

Important: Before you can register your child for a club session, you will need to top-up your Arbor account with a credit payment. Bookings will then be deducted from your credit balance. If your balance is too low to book a session, you will need to make another top-up payment before you can make further bookings.

To make a credit payment

1. From the 'Clubs' menu, click on the 'Top up account' button and follow the instructions to make a payment.



To make a club booking

1. From the 'Clubs' menu, click on the club session that you wish to book – either breakfast or after school:

Name Can be Registered For These Clubs (2025/2026)	
Buzz Club (2025/2026)	Timetable: Mondays: 15:15 - 17:15 (01 Sep 2025 - 31 Dec 2025, term-time only) Tuesdays: 15:15 - 17:15 (01 Sep 2025 - 31 Dec 2025, term-time only) Wednesdays: 15:15 - 17:15 (01 Sep 2025 - 31 Dec 2025, term-time only) Thursdays: 15:15 - 17:15 (01 Sep 2025 - 31 Dec 2025, term-time only) Fridays: 15:15 - 17:15 (01 Sep 2025 - 31 Dec 2025, term-time only)
Community Breakfast (2025/2026)	Club description: Children to attend school early, accompanied by their families, to enjoy a free, healthy breakfast of yoghurt and fruit. Open from 8:15am. Timetable: Mondays: 08:15 - 08:45 (01 Sep 2025 - 31 Oct 2025, term-time only) Fridays: 08:15 - 08:45 (01 Sep 2025 - 31 Oct 2025, term-time only)

2. Choose the 'membership' option – for now, you will only be able to select 'Autumn term':

Choose Membership

Choose membership option*

Autumn Term

Autumn Term

Cancel

Next »

3. Choose the days that you wish to book for – you can choose multiple days at once, but we recommend that you complete steps 3 and 4 for one week at a time:

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Register

Name

for Club

Club Overview

Name	Buzz Club
Selected membership option	Autumn Term (Sign-up cut-off: 16 hours before session starts)
Club price per session	Monday: £4.00 for 15:15-16:15 session interval Monday: £8.00 for 15:15-17:15 session interval Monday: £4.00 for 16:15-17:15 session interval Tuesday: £4.00 for 15:15-16:15 session interval

Select Membership Per

Day*

Mon, 08 Sep 2025
Tue, 09 Sep 2025
Wed, 10 Sep 2025
Thu, 11 Sep 2025
Fri, 12 Sep 2025
Mon, 15 Sep 2025
Tue, 16 Sep 2025
Wed, 17 Sep 2025
Thu, 18 Sep 2025
Fri, 19 Sep 2025
Mon, 22 Sep 2025
Tue, 23 Sep 2025
Wed, 24 Sep 2025

Cancel

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4. Choose the sessions that you wish to book for the dates selected at step 3:

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Register

Name

for Club

Club Overview

Name	Buzz Club
Selected membership periods	08 Sep 2025, 09 Sep 2025

Select Session Interval

Monday*	15:15 - 16:15
Tuesday*	16:15 - 17:15

Cancel

Next »

5. Review your booking and if happy, click 'Register <name> for club':

Review Sign-Up Details	
Number of sessions	2
Session interval	Monday: 15:15-16:15 session interval Tuesday: 16:15-17:15 session interval
Total price	£8.00

6. Payment for these bookings will be deducted from your credit balance. When you no longer have enough credit on account to pay for a session, you will need to make a top-up payment.

Further guidance on making club bookings can be [found here on the Arbor website](#).

If you are having problems with making club bookings through Arbor, please email the school office (office@shaftesburyprimary.co.uk) and we will do our best to assist you.

Yours faithfully,



Jamie Paul
Office Manager