



Friday 26th May 2023

IMPORTANT INFORMATION **Arbor – Parent/Carer Communications and Payments**

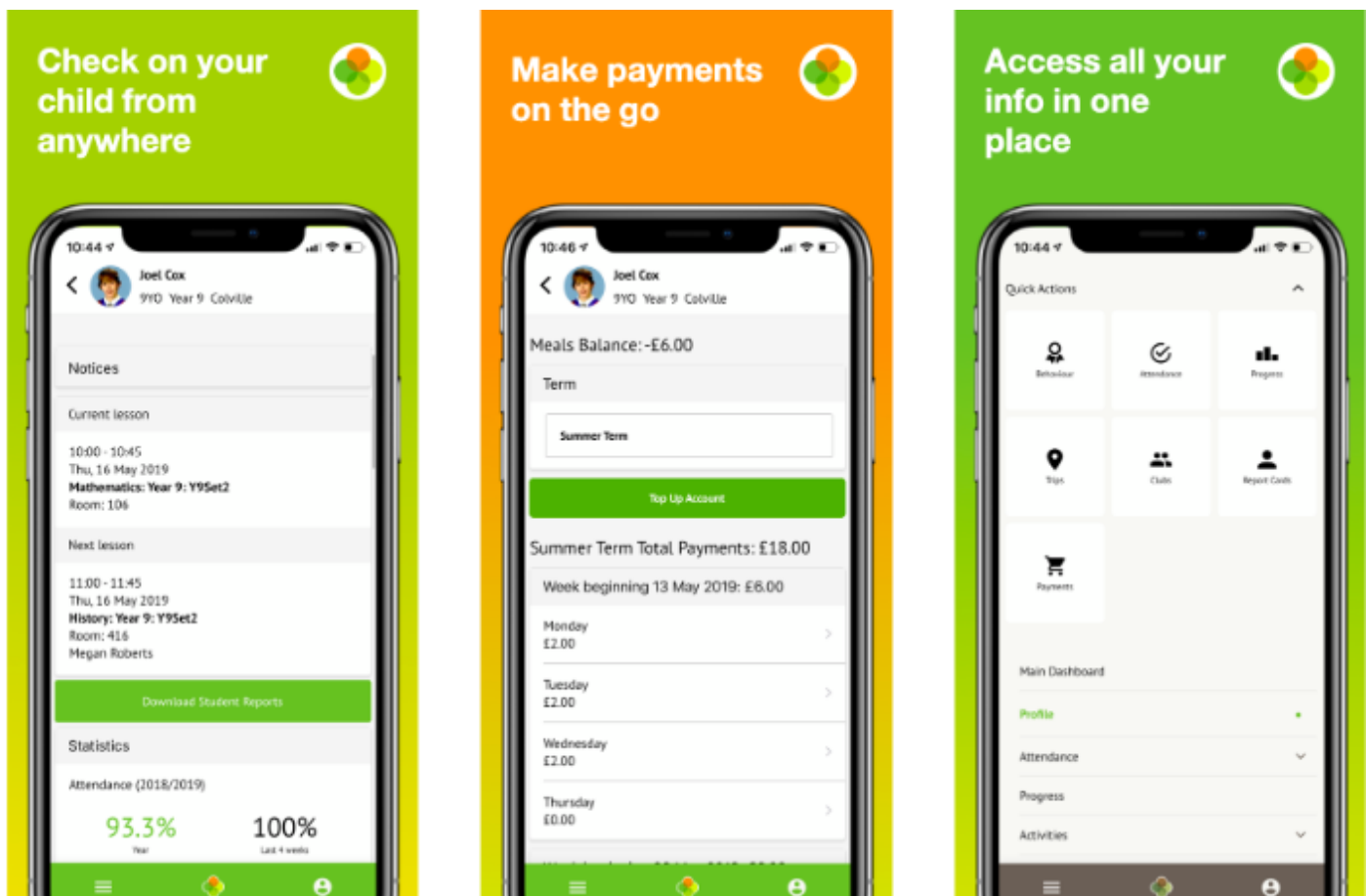
Dear Parents and Carers,



You will remember that a few weeks ago, we asked you to check the data we hold for your child/ren, in preparation for both schools migrating to a new Management Information System, as part of a wider roll out programme across Bishop Wilkinson Catholic Education Trust.

During May half term next week, we will move over to the new system (Arbor).

Once we are happy that everything is up and running smoothly, we will ask you to download the Arbor App. The Arbor App includes access to the Arbor Parent Portal, where you can see the contact information we hold and amend it, as required.



Once all parents/carers are activated, we will move to Arbor for communications, instead of using School Gateway, but you will be advised when this will take place. All we ask, is that you download the app when we request that you do so, to ensure a smooth transition from one system to another.

In the interim period of half term, SchoolComms (School Gateway) will need to do some work behind the scenes to become compatible with Arbor, so please can we ask, that where possible, if you have any outstanding balances for school meals, clubs or trips, that you make payment **no later than bank holiday Monday, 29th May**, after which time, the facility to make School Gateway payments will be frozen and any outstanding balances will be transferred to an updated version of the School Gateway App, towards the end of next week.

St. Joseph's Catholic Infant School
Mitchell Street
Birtley
Chester-le-Street
County Durham
DH3 1LU
Telephone: 0191 410 2324
Email: birtleystjosephscatholicinfantschool@gateshead.gov.uk
<https://stjosephcatholicschoolsbirtley.org/>



St. Joseph's Catholic Junior School
School Street
Birtley
Chester-le-Street
County Durham
DH3 2PN
Telephone: 0191 410 2231
Email: birtleystjosephscatholicjuniorschool@gateshead.gov.uk
Email: stjosephsjuniorslearning@gatedu.org

Communications via the School Gateway App will also be unavailable during this time, so please email any requests or queries, to school directly:

Infant School - birtleystjosephscatholicinfantschool@gateshead.gov.uk

Junior School - birtleystjosephscatholicjuniorschool@gateshead.gov.uk

Then, from September, you will use Arbor for making online payments for school meals, educational visits, after school clubs and so on, at which time we will become a cashless school *(with the exception of the Tuck Shop, where children can use their own money to purchase treats on a Friday).*

If you need to make any bookings for breakfast club or after school clubs for the next couple of weeks, please email the office to do so, via the email addresses above and Mrs Thornton, Miss Hall and Mrs Handley will be happy to help. *Please note that the only new club after half term is Athletics Club at the junior school, in place of Tennis Club, which is now finished on a Thursday afternoon, so if you'd like to sign your child up, please email the school office and charges will be raised at the earliest opportunity via School Gateway.*

Finally, there is no need to pre-book school meals for the remainder of the school year, as the children will be asked at registration each day, if they need a school meal or if they have a packed lunch.

We will issue further details about Arbor, as soon as we are able on our return from half term. In the meantime, thank you for your patience and support. Should you have any questions, please do not hesitate to contact the school office.

Kind Regards

St Joseph's