



Sherborne Primary School

Harbour Way, Sherborne
Dorset, DT9 4AJ
office@sherbornepri.dorset.sch.uk
Tel: 01935 812619

Executive Headteacher: Mr Ian Bartle BA Ed (Hons) NPQH
Head of School: Mrs Felicity Griffiths BA Hon QTS

June 2026

Dear Parent/Carer,

As you are now getting the Arbor app set up, installed and you are becoming familiar with it, we thought it would be helpful to highlight the changes linked to SCAPA, Breakfast & Holiday Club Bookings. Bookings for the first few weeks of Sept 2026 will go live at 9am on 1st July 2026.

Please Note: We will be unable to use Government vouchers for payments in Sept 2026 due to the switch over – please bear with us, we will look to be actioning this as soon as possible.

Below are the key differences with the new system:

SCAPA & Breakfast Club	Holiday Club
Breakfast Club will need to access the school via the main entrance, where a member of SCAPA staff will let be taking the register and letting children in. <u>An adult must be present at hand over</u>, if your child is not booked in, you will be required to login to Arbor and add them to the session before they are admitted.	You will need to top up your account before making any bookings, you will not be able to make bookings if there is no balance on the account.
You will need to top up your account before making any bookings, you will not be able to make bookings if there is no balance on the account.	Bookings for Holiday clubs will remain open until 48hrs before (unless full).
We will open one half term at a time to allow everyone the opportunity to book the sessions fairly on a first come first served basis.	Holiday Club sessions will be; All Day, morning or afternoon.
Bookings for term time will remain open until they are full (no cut off).	There will be no late bookings, and no refunds for cancelations. You will just be required to notify the office by phone or email if your child can no longer attend a session.
- Your balances from School Money will be added in late September, this is due to the switch over. This will include any credit or debit from School Money. - If there is a debit added during the transfer, you won't be able to make any further bookings until this has been paid.	- Your balances from School Money will be added in late September, this is due to the switch over. This will include any credit or debit from School Money. - If there is a debit added during the transfer, you won't be able to make any further bookings until this has been paid.
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I have provided links below to a couple of useful articles from Arbor to help familiarise yourself with Arbor:

- [Signing my child up for a Breakfast or After-School Club](#)
- [Top up accounts and viewing payments in the Parent Portal](#)

We are hoping this will be a smooth transition. We are here to help so if you are having any problems, please contact the office so that we can help you.

Yours sincerely

Mrs Felicity Griffiths
Head of School