

Head Teacher: Mr J Swift

Micklem Primary School

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Payments Plus - Arbor

Dear Parents/Carers,

We are excited to inform you that we have a specialised area on Arbor, whereby you can purchase items such as school bags from our school shop. There is also the opportunity for you to go through our Summer/Autumn menu with your child(ren) and you can choose your child's meals in advance using the Meal Choices area!

We are requesting that all parents/carers go through the menu with their children over the holidays and complete this once your child starts with us..

Meal Choices

On the Arbor App, go to Quick Actions and click meals



You'll be taken to the *Meal Choices* page, where you will be presented with a list of Meals that have available menus to choose from.

Click on a meal.

Meal Choices

Academic Year 2022/2023

Meals available to Anna Adams

Autumn Term Lunch	Meal choices available	▶
Spring Term Lunch	Meal choices available	▶
Summer Term Lunch	Meal choices available	▶

You can then see the *Meal Choices* page:



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- You can see your child's meal account balance at the top - if this balance is negative it will be highlighted in red.
- You can top up the balance via card payment using the Top up account button.

On the page you can see all future dates you can select a meal for:

- Deadline passed - the deadline your school has set to make a meal choice has passed and cannot be edited by you. Your child's teacher can amend their choice while taking the register, or you can contact your school if you'd like to specify what meal your child is going to have.
- No choices made - click to select the meal your child will have.
- Meal Choice - you've set a meal choice already, but you can click it to change your choice.

[« Back](#) **Meal Choices - Lunch**

Meals Balance: -£468.00

[Top up account](#)

Week beginning 19 Sep 2022	
Wednesday	Deadline passed
Thursday	No choices made
Friday	Fish & Chips

Week beginning 26 Sep 2022	
Monday	No choices made
Tuesday	No choices made
Wednesday	No choices made
Thursday	No choices made
Friday	Fish & Chips

When choosing a meal, click on the day. In the slide over, you'll see when the deadline for making your choice is, we have set this to being 8am on the same day.

You can also select your Meal Choice, and whether to apply this to all future dates. For example if you select Pizza and your school has Pizza as an option every Wednesday and Friday, their choice for every upcoming Wednesday and Friday will be automatically set to be Pizza.





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22 Sep 2022

Deadline date

The deadline for making choices for this meal is 21 Sep 2022, 23:40

Add Meal Choice

Meal choice*

Pizza

Pick for all future available dates*



Cancel

Confirm choice

To edit or remove a meal choice that has already made, click on the day to open the edit slide over. Update the meal choice, or click Remove choice to delete the choice and revert it to No choices made.

Week beginning 26 Sep 2022

Monday	No choices made
Tuesday	No choices made
Wednesday	No choices made
Thursday	Pizza
Friday	Fish & Chips

Week beginning 03 Oct 2022

Monday	No choices made
Tuesday	No choices made
Wednesday	No choices made
Thursday	Pizza

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29 Sep 2022

Deadline date

The deadline for making choices for this meal is 28 Sep 2022

Edit Meal Choice

Meal choice*

Pizza

Pick for all future available dates*



Remove choice

Cancel

Confirm choice

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School Shop

With this feature you can select items and make a purchase through the Arbor App.

Parents / Carers can only put through a purchase if the number of items you are trying to purchase is the same as or less than the number of items we physically have in stock. For example, if we have 2 book bags left and you try to purchase 3 you will receive a note, and must change it to this number or below e.g. "The maximum value for this field is 2".

If there aren't any items available, the +Add button will disappear, and you won't be able to pay through the Arbor App.

School shop can be found on the main dashboard of your child's profile, at the very bottom.

If you have any questions then please speak to the office.

Yours sincerely

School Office

Be Kind. Show Respect. Aim High.

