

# Arbor Payments

## How to make payments on to your child's Arbor account

- On your child's home page please see the menu listed on the left-hand side of the page
- Click on Payments
- Click on Active Payments. This will show any trips or purchases linked to your child plus their meal account.
- Select relevant payment area e.g. Meals
- You will see a green button, labelled Top up account on the right-hand side. Click here.
- A 'Top-Up Details box will appear where you can add the top up amount you wish to pay.
- Click on Add to Basket
- This will add your purchases to a shopping basket (similar to Amazon for example)
- You can continue to add other purchases to the basket as required.
- When you have completed your purchases click on 'My Items' in the menu bar across the top of your home page.
- Click on the orange drop down and select My Payments
- This will show your basket and you can proceed to entering your card details to pay for your items.

The Finance Team are in the process of transferring any balances and purchases (e.g. transport costs, Ski trip etc) on to the new system. These items will be available in Arbor shortly. Any issues please contact: [SGET.finace@laconchideschool.co.uk](mailto:SGET.finace@laconchideschool.co.uk)