ARBOR PAYMENTS GUIDE

As of February 23rd, 2026, Ursuline High School uses Arbor for all payments relating to lunches, equipment and trips. You can access Arbor Payments using your existing Arbor Parent App and/or Parent Portal account log in.

During the transition, which took place over the Spring A (February) half term, all live records transferred over successfully including part-payment details for trips.

How to view your account and make a payment

'Arbor Payments' is intuitive and that the steps to view and make payments are straight-forward. See below instructions for the Parent App and Parent Portal should they be needed:

Parent App
- When you log in, regardless of which child's account you are viewing, you will see a 'Payments' section towards the top of the screen. This shows you your total outstanding active payments due for all children.
- To view your live accounts and make lunch and trip payments, follow the link. Use the drop down to view active information by child or select 'All' to see all information on one screen.
- You can also access 'Payments' by selecting the 'Menu' (3-bar icon on the left-hand side) and then 'Payments'. To make a payment follow the instructions.
- To make a payment for school items such as equipment or event tickets (performances, quiz nights etc) you need to access 'School Shop'.
- You can choose to pay for items in the usual way - via Apple/Google Pay, or you can add to basket if that's your preference. To find your 'basket' click on the 3-bar menu icon on the bottom left.
- You will receive an email confirming payments made.
  To view fully paid for Trips click the 'Menu' (3-bar icon) and select 'Activities/Trips'. Only active trips will be viewable. (For example, if your child is going on a trip but it was closed on ParentPay before the transition then you will not see this trip).

Parent Portal

- When you log in to your main dashboard, you'll see a 'Payments' section on the left-hand side panel. This shows you your total outstanding live payments due.
- To view your children's live accounts and make payments, follow the link. Use the drop down to view information by child or select 'All' to see all information on one screen.
- Alternatively, you can also make lunch and trip payments (and view live and old payments) by selecting 'Payments' under 'Quick Actions'. To make a payment follow the instructions on the screen.
- To make a payment for school items such as equipment or event tickets (performances, quiz nights etc) you need to access 'School Shop' under 'Quick Actions'.
- You can choose to pay for items in the usual way - via Apple/Google Pay, or you can add to basket if that's your preference. To find your basket click on the 3-bar menu icon on the bottom left.
- You will receive an email confirming payments made.
- To view fully paid for Trips select 'Trips' under 'Quick Actions'. Only active trips will be viewable. (For example, if your child is going on a trip but it was closed on ParentPay before the transition then you will not see this trip).

Arbor User Guides

The below Help pages also summarise the steps outlined above.

Arbor Parent App User Guide.

Arbor Parent Portal User Guide.

If you have any additional questions re Arbor Payments please contact our Finance Department.