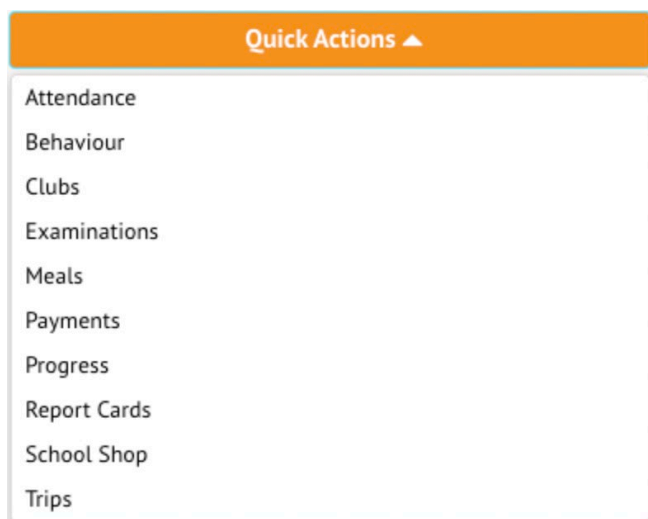


Arbor School Shop Guide for Parents/Guardians

Please use this to buy items from the School Shop

Log into the Arbor Portal or the Arbor App (detailed instructions on how to do this are on the school website.

From the main **Parent Portal page**, scroll down to **School Shop** section, or click into your **Quick Actions**.

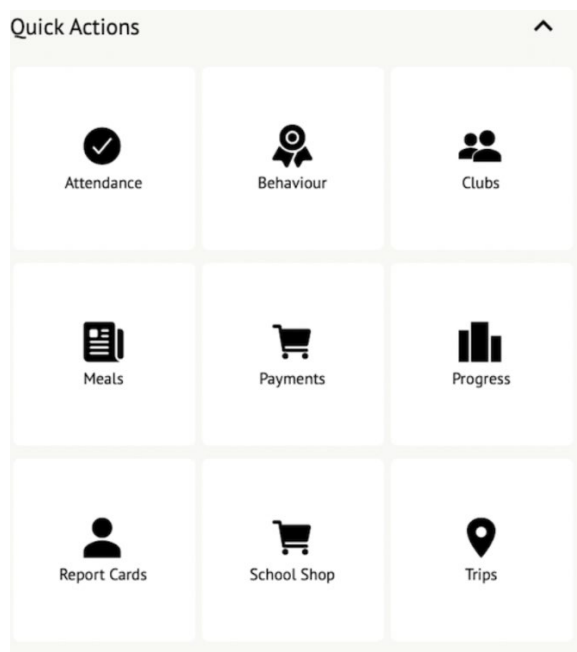


The **School Shop** page will list any items that can be purchased for your child. Click on an item.

Enter the number of items you wish to buy, then click **Buy product**.

If you are trying to purchase more than the maximum number of items available per student, please contact your school to add this manually for you.

On the **Arbor App**, you will see:



Click onto the School Shop tile.

The **School Shop** page will list any items that can be purchased for your child. Click on an item.

Enter the number of items you wish to buy, then click **Buy product**.

If you are buying multiple (different) products, please add each product to your basket and then checkout at the end. If you are purchasing only one particular product, click 'Buy Product' which will take you to the payment section where you select 'Pay Now'. This will take you to a payment screen where you can input your payment card details. These details are not saved on the system.