

## Managing my child's payment accounts on the Parent Portal

You can manage accounts for any area of Arbor your school has set up to receive payments for. Here you can also make payments and top up accounts. For more information on making payments, see our articles on [registering for a club](#) and [registering for a trip](#).

To manage a meal account, go to **Accounts** and click **Meals**.

**Quick Actions**

**Chloe Adams** ♀  
Form 9GU

**View Student Profile**

**Guardians of Chloe Adams**

- Harley Adams
- Charlotte Adams

**Notices**

- Chloe Adams does not have a transportation method recorded - click to correct
- Chloe Adams does not have a religion recorded - click to correct
- Chloe Adams's lunch requirement has not been set. Please contact the school to arrange this.
- Chloe Adams does not have any details on hearing tests - click to correct
- Chloe Adams does not have any details on vision tests

**Statistics**

**Attendance (2018/2019)**  
**91.5%**  
Year: 91.5% | Last 4 weeks: 70.7%

**Behaviour Points - this term**  
**0**  
This year: 0 points | Last term: 0 points

**Guardian Consultations**  
No guardian consultations for Chloe Adams

**Overdue Assignments**  
early test4 (Due 24 Oct 2018) *Extended*

**Accounts**

<b>Chloe Adams: Meals</b>	Balance: -£61.36 ▶
Chloe Adams: Snacks for students	Balance: £3.40 ▶
Chloe Adams: Breakfast Club	Balance: £0.00 ▶

**Activities**

- Chloe Adams: Clubs ▶
- Chloe Adams: Trips ▶

## Payments

This will load a table with all the payments that have been made for the account. You can select a specific Term using the **Term** drop-down menu at the top-right of the page.

Term Spring Term ▼

- Autumn Term
- Spring Term**

A table will appear showing details of the payments.

View Week beginning 01 Jan 2019: £0.00 ▼

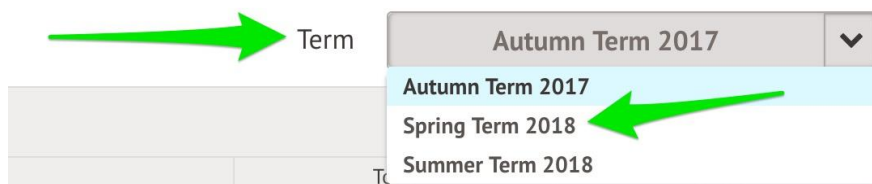
Week beginning 01 Jan 2019: £0.00	
Tuesday	£0.00 ▶
Wednesday	£0.00 ▶
Thursday	£0.00 ▶

To find out how to top up a meal account, take a look at [this article](#). Other accounts can be topped up in a similar way.

## Invoices

The **Invoices** section on the parent portal will load a table with all invoices for the current term.

You can select a specific Term using the **Term** drop-down menu at the top-right of the page.

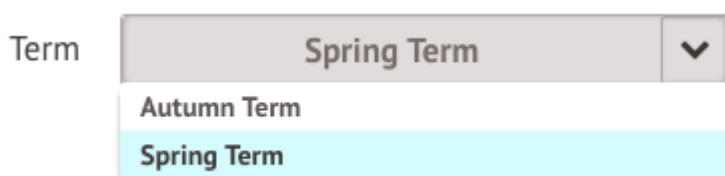


You will be able to see details of the invoices and the status of each invoice - whether they have been Cancelled or Paid.

## Top-ups

The **Top-ups** page on the parent portal will load the current terms top-ups made for that particular student.

You can select a specific Term using the **Term** drop-down menu at the top-right of the page.



The page will show the type of top-up made, this can vary from Cash, Cheque to Card.

## Meals Balance: -£13.76

Term			Spring Term 2019
			<a href="#">Top up account</a>
Topups			
02 Jan 2019	£12.00		Card Transaction
20 Dec 2018	£500.00 Bulk cancel		Cash
14 Dec 2018	£15.60 Lunch money		Card Transaction
14 Dec 2018	£20.00 Lunch money		Card Transaction
10 Dec 2018	£20.00 Mum has paid in school with Sharon		Cash
10 Dec 2018	£1.00		Card Transaction
06 Dec 2018	£10.00 Lunch money		Card Transaction

To find out how to top up a meal account, take a look at [this article](#). Other accounts can be topped up in a similar way.

### **Credit notes**

The **Credit Notes** page on the parent portal will load a table with all the credit notes for the current term.

You can select a specific Term using the **Term** drop-down menu at the top-right of the page.

A table will appear showing details of the credit notes.