



13th May 2022

Dear Parents/Carers,

We have some exciting news to share with you!

From Monday 16th May 2022 we will be using a new booking and payment system for our Flamingos (After School Care) ONLY. We will continue to use Arbor as normal for all other school communications. The new system we will be using is called iPAL. This will be the only way parents and carers can book and pay for sessions for their children from the Monday 6th June 2022.

This new way of booking and paying for activities will help you manage, book and pay for your child's sessional childcare in one secure place. The system is very easy to use and will save you time.

Any May invoices (and older) will need to be paid on Arbor. All following invoices from June will be payable on iPAL.

You will have full access to your account information and invoices via iPAL and be able to print invoices for tax credit letters plus much more.

It is important that all current outstanding invoices are paid in full within 28 days to enable you to access the iPAL booking and payment system. We ask that parents and carers arrange for the payment of outstanding invoices at their earliest convenience.

I would urge all parents to register on iPAL so they have full access to the system and can continue to book and pay for their child or children's sessions. It is important that you remember your username and password.



Information on how to register is listed in steps below or you can access an online tutorial at www.ipal.education/parents-user-video to see how easy it is to book and manage your child's activities.

Register with iPAL in 4 easy steps

Step 1. Visit https://calmoreinfantschool.schoolipal.co.uk/parent/login_reg

Step 2. Select parent login in the top right-hand corner

Step 3. Complete the new parent registration form and click register, at this point you will receive a confirmation email, Please note this email may go in to your junk folder, please mark it as safe.

Step 4. Once you have completed your registration you will then need to add your child or children

For more information and to watch the tutorial video to guide you through the registration process and learn how to book, pay and manage activity clubs visit www.ipal.education/parents-user-video there are also helpful tips on the booking site.

For additional support or booking / payment help please also feel free to pop into the office.

Kind regards,

Kelly Edwards
Admin Officer