



Courthill Infant School

Courthill Road, Parkstone, Poole BH14 9HL

☎ 01202 747381

e-mail: office@courthill.coastalpartnership.co.uk

website: www.courthillinfants.co.uk

Headteacher: Mrs Alison Carter



26th June 2026

Dear Parents / Carers

Courthill Infant School - Online Payment System and Parent Portal (Arbor)

On Monday 29th June you will receive an email with a link to set up your access to the Arbor Parent Portal.

You must register for the Arbor Parent Portal to be able to make bookings and payments for Lighthouse Club (wrap around care provision), school-run after school clubs, trips and events, and appointments for parents' evenings.

The Arbor Parent Portal will also enable you to view your child(ren)'s attendance and update your child's contact details, home address, medical information and parental consents. When registering for the first time, you will be asked to provide your child(ren)'s date of birth and agree to terms and conditions. We recommend that this initial registration is completed on a laptop or PC, as although it can be done on a tablet or mobile device, it formats better on a larger screen. Once the initial registration has been completed, the Arbor Parent Portal can be accessed easily on any device.

[Please click here for Arbor leaflet](#) which gives further information and guidance about setting up the parent portal.

- **Lighthouse Club – Autumn Term bookings 'go-live' at 7.30pm on MONDAY 6th JULY**

The Lighthouse Club is available to children in all year groups. There are 33 spaces in breakfast club (7.45-8.45am) and 45 spaces in after school club (3.05-6pm). Bookings are first-come, first-served. **Children in Year Reception can start attending Lighthouse Club from Monday 14th September, when children are attending school every day, full-time.** Please refer to the terms and condition for Lighthouse Club, which are on the school website.

- **After-school clubs**

We also offer other extra-curricular after school clubs at Courthill, which are open to Year Reception children. Some are school-run, others are run by external providers – and all take place in school from 3-4pm. Please look out for the **Club Grid for Autumn Term, which we will send out on Monday 29th June.** It will include all the clubs and details about how to book.

If you need any additional assistance, please do contact the school office who will do their best to help.

Many thanks,
Mrs Carter, Headteacher

