



14th February 2019,

Dear Parents/Carers,

Re: Online Payments and Cashless Catering System

Parrs Wood High School is moving towards becoming a cashless school from **Tuesday 23rd April 2019**. We are encouraging all parents/carers to use our online payment system. Moving forward most trips and events will only be available to pay online to ensure ease of payment. This will reduce the risk of cash being maintained on the school premises and will streamline the administrative procedures involved in this process.

We are pleased to welcome you to www.scopay.com our online payment system. If you have already registered and are using the online payment system you do not need to action this letter and we thank you for your continued support.

The system allows you to make payments to the school using the Internet. This means that parents/carers will be able to pay for all school meals, trips and events online and view associated balances. All payments are made through World Pay so they are a secure and reliable way to pay for school items.

Once you log-on you will be able to see a list of educational and residential trips and events that are applicable to your child and an option to pay for your child's school meals. Simply choose the ones you wish to pay for and enter your card details. ScoPay also allows you to view your payment history online.

We have found that this is a much more convenient and efficient way for parents/carers to manage payments and eliminates the possibility of your cash payment being lost on the way to school.

Parents of children who have not yet set up online, will need to request a unique code from the finance department, so please contact us at finance@parrswood.manchester.sch.uk.

The unique code will have the simple instructions on how to create an account for online payments. You will be able to use the same log-in for every child you have in the school once they have been set up individually. It is also possible to link accounts of siblings.

For parents who have queries about Scopay or do not have access to an online facility please contact our finance team when you need to make payments. They will be able to assist you further.

When you make an online payment you will receive an email confirming the payment has been made to your child's account.



Part of the Greater Manchester Learning Trust
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Cashless Catering

The system is designed to streamline the process for students buying meals and snacks from the canteen.

If your son/daughter pays for their school meal currently there are two ways to do this:

1. Students can bring money into school on a daily or weekly basis to top up their account this option is only available until **5th April 2019**.
2. Parents and carers can pay online and top up their son/daughter's account, this is the preferred method for the school. From **6th April 2019** online top ups will be available.

Check Meal Account Balances and Meal Account Purchases

An additional benefit to using this online service is the ability to view your child's meal account balance and a detailed list of items your child (ren) have purchased.

There is **no charge** to enrol for this service.

As with all new systems we have planned for a smooth transition, however please bear with us and if you have any difficulty please do not hesitate to contact us.

Please find enclosed the quick reference guide on how to get set up. We thank you for your continued support.

Yours sincerely

Louise Staunton
Trust Director of Finance



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