

Otley All Saints CE Primary School

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Headteacher **Mr Ian Thomson-Smith**

29 November 2017

Parent/Carer of: «FirstName» «LastName»
«Address1»
«Address2»
«Address3»
«Address4»
«Address5»

Pupil: «FirstName» «LastName»

Class: «ClassName»

Link Code: «eUsername»

Dear Parent/Carer

Online Payments System Going Live in January

We are delighted to introduce you to Schools Cash Office (SCO), our new online payments system being launched at the start of the new term in January 2018. Your SCO account will allow you to pay for school activities online using your debit card through Worldpay. The process is straightforward, secure and will be familiar to any regular online shopper.

You will be able to pay for school dinners, wrap-around care (Breakfast Club and 456 Club), Nursery paid sessions, school trips, music lessons and other payments to school. The account allows you to print receipts and keep a check on amounts outstanding. There will be no transaction charges to pay.

We are anticipating that the school office will become cashless and therefore in line with Leeds City Council's fraud prevention initiative. Whilst there may be occasions when the school would accept cash or cheques, going forward these will be exceptional. If you have no online access, there is a facility within SCO for parents to use PayPoint in a few local shops to make cash payments – please ask the school office for more details.

Your account set-up information is included on the second page of this letter. Your unique online link code is in the box at the top right of this page. Please take a moment to set up your account over the Christmas period ready for January. If you already have a child at Prince Henry's, you will most likely already have an SCO account and simply be able to add your other child(ren) to it. A comprehensive user guide to account set-up and use is attached with this letter.



Getting Up to Date with School Dinners for This Term

It is important that any outstanding dinner monies for this term are paid by **Thursday 14th December**. Pam Calder in the school office will shortly be texting out to all school dinner families indicating what the final balance will be. We would appreciate prompt settlement. Leeds City Council's online payment system will cease to be used by the school from the last day of term. Any credits for the term will be carried forward into SCO. **Please note that the cost of school dinners in January will increase to £2.45.**

Payments due for Breakfast Club, 456 Club and Nursery

Payment for this half-term's wrap-around care and Nursery paid sessions will be due in January. You will be able to use your SCO account to see your balances due and make an online payment after 15th December. After this first payment, your balance due will be updated weekly and you can make payments as often as suits you.

Confidential Online Account Set-Up and Access Information

"I already have a scopay.com account"

You can use the same account for any children you have at Otley All Saints, and for children at other schools which also use SCO secure **scopay.com** system, such as Prince Henry's. If you already have a scopay.com account for another child: log on to your account using your existing username and password; select the **Link Accounts** option from the **Your info** menu heading and enter the unique online **link code** to add «FirstName»'s account. **Note:** «FirstName»'s **confidential online link code is for one time use only. It is not needed once the account has been activated.**

If you have received more than one account access letter, for siblings at this school, create your account as above for the first child and link the second child using the instructions in the **"I already have a scopay.com account"** option above.

"I don't yet have a scopay.com account"

Visit **www.scopay.com/school** and **Register as a New User**. Follow the instructions on the screen to enter your details and add the unique online **link code** for «FirstName» when prompted. Find your online link code in the box at the top of this letter. **Note:** «FirstName»'s **online link code is for one time use only. It is not needed once the account has been activated.**

If you have received more than one account access letter, for siblings at this school, create your account as above for the first child and link the second child using the instructions in the **"I already have a scopay.com account"** option above.

If you need help registering your account, you will find links to a Quick Reference Guide and a short video tutorial at **www.scopay.com/school**.

Please contact the school office if you require any further assistance. We are looking forward to this new system being a great service to our parents and to improving our efficiency in school.

Yours sincerely

Ian Thomson-Smith
Headteacher