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16 July 2018

Dear Parent

“ONLINE PAYMENTS – It’s simple and convenient”

I am delighted to announce that as from the 5th September 2018 we will be introducing a new “Online Payments” system to enable parents to pay for trips, music lessons, breakfast club and after school club. Cash and cheques will still be accommodated, this will give you the option to pay online by credit or debit card.

Similar systems have already been installed in many schools nationally, bringing a number of important benefits:

- Simple to use web interface
- Payments are made through Worldpay so they’re secure and reliable
- Parents can view their payment history online
- Reduce risk of pupils losing cash

You will be receiving a letter detailing your unique online link code which will enable you to activate your online account. Please take the time to access the system, via the school website, and have a look!

You will find attached some key information about how to use the system and we will also be arranging a meeting for parents to attend, but if you have any queries at all please contact the undersigned.

Business Manager
kingd@stanfordschool.co.uk

Online Payments – A Brief Guide

To make a payment to the school using the internet you will need to open up the website address www.scopay.com/schoolname.

- Click on 'Register as new user'.
- From here you can "log-in" to your account using the Link code provided.
- The screen will open up with your Child's Account. If you have more than one child at the school, you can select which child you are making the payment for.

You can now pick the items you want to pay for, which may include:

- School trip or visit
- Account Payments (Breakfast, After School Club)

When you have finished your selection you proceed to Checkout. The items you wish to pay for will all be listed here.

- Select Checkout to confirm your purchase. You will then be prompted to enter your address details and when you place the Order you will be directed to the secure payment page where you enter your payment details.
- Once you have confirmed your payment your order will be displayed and you will also receive an email to confirm the payment from your bank and also to confirm the items purchased.
- If you have ordered items to be collected from School, you will need to take your confirmation email in to school with you when you collect.

You can also use the system to check:

- Previous online transactions
- Items purchased in school
- Where appropriate, the out of school club calender / booking system

A selection of Online Payments User guides and videos are available from the Help option when you log on to your online account.