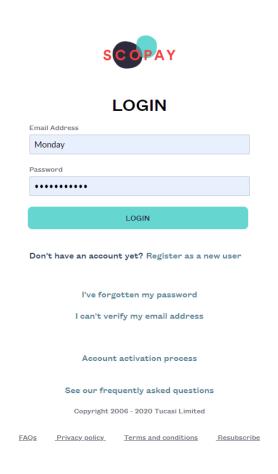
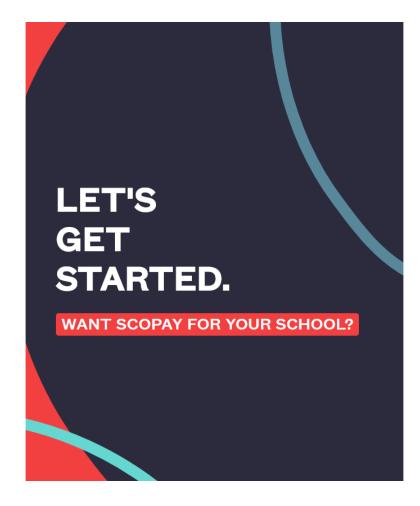
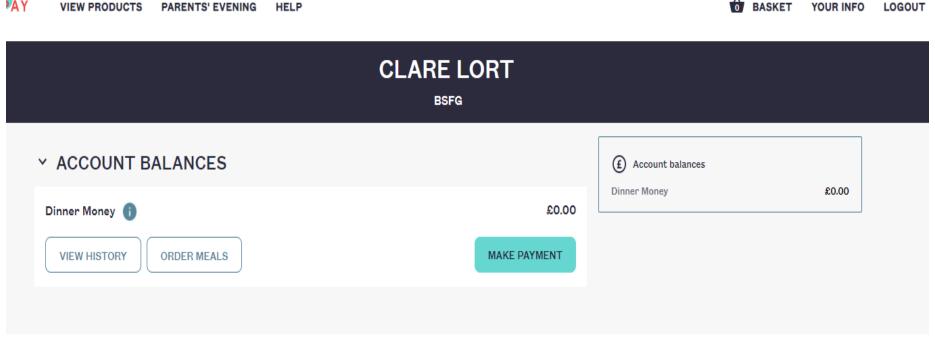
- From Monday 14<sup>th</sup> September 2020 all school meals will need to be ordered in advance on ScoPay.
- There is a cut off time for ordering food for your daughter which is 48 hours before the meal is needed.
- Meals can be ordered for any date in the future in the school year, however, we
  advise that you order no more than a month in advance should the menu change.
- You should have your login details for ScoPay and if you need these again please contact your daughter's tutor / head of year.
- Currently we are not offering hot meals in the canteen and will look to review this after the half term.
- If your daughter is in receipt of Free School Meals you will still need to log in and place an order for her choice of sandwich and your account will not be charged.
- All students who order a meal will be entitled to receive a drink (juice or water) and a piece of fruit with their lunch.
- If you have ordered a meal for your daughter please ensure she is aware and that she collects her lunch from her collection point.

 To order meals please log in to your ScoPay account and follow the instructions below.



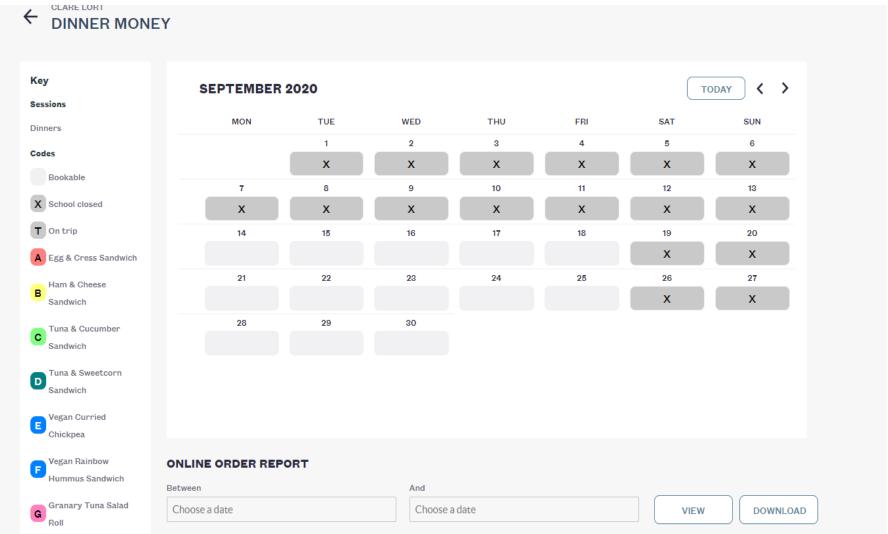


Your ScoPay account will now look like this for dinner money

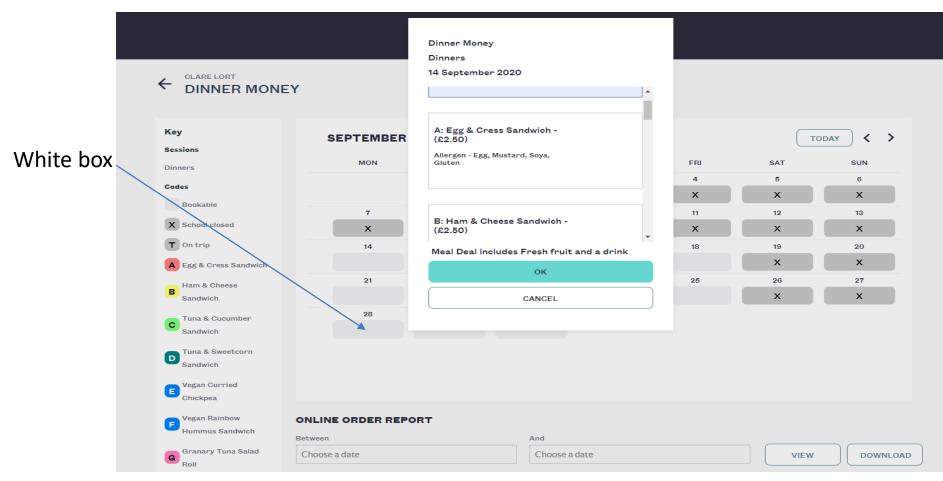


- You can top up your daughter's account by clicking on the 'Make Payment' button
- To order lunch you will need to click on the 'Order Meals' button.

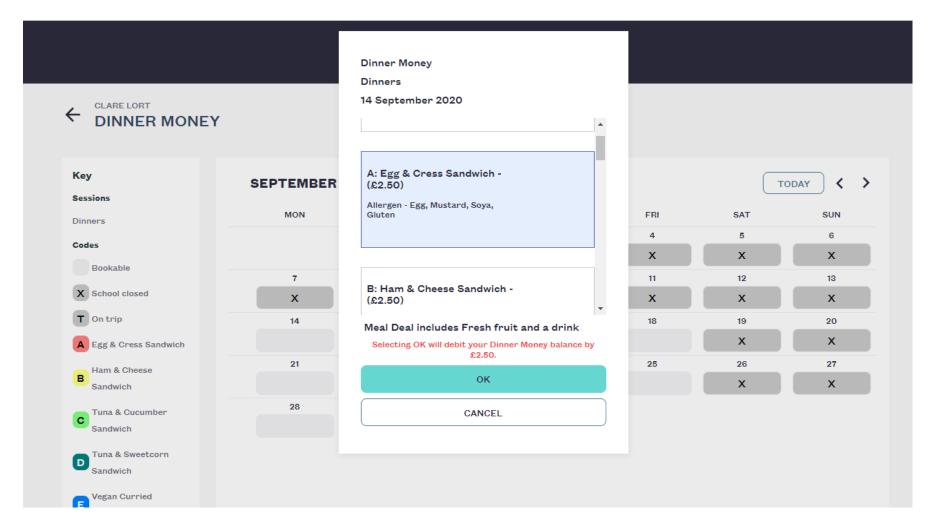
 You should now see a list of meals to the left of the screen and a calendar next to this list



 Click on the white box under the day you would like to order for and please remember this must be before midnight of the day before you want your daughter to get the meal



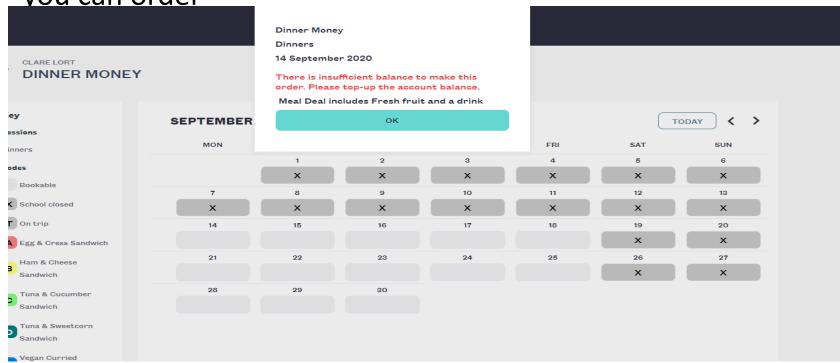
 When you have selected you meal from the selection it will let you know how much will be deducted from your account



You will then need to click on 'OK'

 If you do not have enough money in your daughter's account the message below will appear, you will need to top up before

you can order



 Once topped up you would then need to go in and reorder the meal needed

- Meals can be ordered for the whole week / month in one go if you find this easier by just clicking on each day and selecting the meal required,
- You can also order via the Scopay App which allows you to copy your order for the whole week, the App can be downloaded to a mobile phone or tablet.
- Once the food is ordered the money will be automatically deducted from your daughter's account.
- If your daughter is absent or sent home sick before lunch we can cancel her order and the money will be credited back to your account.
- If you have any questions please contact your daughter's tutor or head of year.