


Meal ordering on ScoPay

- From Monday 14th 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.

Meal ordering on Scopay

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



LOGIN

Email Address

Password

[LOGIN](#)

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- Your ScoPay account will now look like this for dinner money

The screenshot displays the ScoPay interface for a user named CLARE LORT at BSGF. At the top, there is a navigation bar with links for 'VIEW PRODUCTS', 'PARENTS' EVENING', 'HELP', 'BASKET', 'YOUR INFO', and 'LOGOUT'. Below this, a dark header identifies the user as 'CLARE LORT' and the school as 'BSGF'. The main content area is titled 'ACCOUNT BALANCES' and features a 'Dinner Money' section with an information icon and a balance of '£0.00'. Three buttons are visible: 'VIEW HISTORY', 'ORDER MEALS', and 'MAKE PAYMENT'. A summary box on the right shows the account balance for 'Dinner Money' as '£0.00'.

Account balances	
Dinner Money	£0.00

- 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.

Meal ordering on Scopay

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

The screenshot shows the Scopay meal ordering interface. At the top left, there is a back arrow and the text "CLARE LORI DINNER MONEY". The main area is divided into two sections: a sidebar on the left and a calendar on the right.

Key

Sessions

Dinners

Codes

- Bookable
- X School closed
- T On trip
- A Egg & Cress Sandwich
- B Ham & Cheese Sandwich
- C Tuna & Cucumber Sandwich
- D Tuna & Sweetcorn Sandwich
- E Vegan Curried Chickpea
- F Vegan Rainbow Hummus Sandwich
- G Granary Tuna Salad Roll

SEPTEMBER 2020 TODAY < >

MON	TUE	WED	THU	FRI	SAT	SUN
	1 X	2 X	3 X	4 X	5 X	6 X
7 X	8 X	9 X	10 X	11 X	12 X	13 X
14	15	16	17	18	19 X	20 X
21	22	23	24	25	26 X	27 X
28	29	30				

ONLINE ORDER REPORT

Between And

Meal ordering on Scopay

- 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

White box

The screenshot displays the Scopay app interface for 'CLARE LORT DINNER MONEY'. On the left, a 'Key' section lists various meal options (A-G) and their availability (e.g., 'X' for school closed, 'T' for on trip). The main area shows a calendar for 'SEPTEMBER' with dates 7, 14, 21, and 28. A modal window is open, showing the selected meal: 'A: Egg & Cress Sandwich - (£2.50)' with allergen information. Below the modal, there is an 'ONLINE ORDER REPORT' section with date selection fields and 'VIEW' and 'DOWNLOAD' buttons.

Dinner Money
Dinners
14 September 2020

A: Egg & Cress Sandwich - (£2.50)
Allergen - Egg, Mustard, Soya, Gluten

B: Ham & Cheese Sandwich - (£2.50)

Meal Deal includes Fresh fruit and a drink

OK

CANCEL

SEPTEMBER

MON

7 X

14

21

28

FRI SAT SUN

4 X 5 X 6 X

11 X 12 X 13 X

18 19 X 20 X

25 26 X 27 X

ONLINE ORDER REPORT

Between Choose a date And Choose a date

VIEW DOWNLOAD

Meal ordering on Scopay

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

The screenshot displays the Scopay app interface for a user named CLARE LORT. The main screen shows a calendar for SEPTEMBER with a grid of dates from 4 to 27. A modal window is open, titled "Dinner Money" and "Dinners" for "14 September 2020". The modal lists two meal options: "A: Egg & Cress Sandwich - (£2.50)" and "B: Ham & Cheese Sandwich - (£2.50)". A note states "Meal Deal includes Fresh fruit and a drink" and "Selecting OK will debit your Dinner Money balance by £2.50." The modal has "OK" and "CANCEL" buttons. The background shows a key for meal codes (A-E) and a calendar grid with 'X' marks indicating booked days.

CLARE LORT
DINNER MONEY

Key

Sessions

Dinners

Codes

- Bookable
- X School closed
- T On trip
- A Egg & Cress Sandwich
- B Ham & Cheese Sandwich
- C Tuna & Cucumber Sandwich
- D Tuna & Sweetcorn Sandwich
- E Vegan Curried

SEPTEMBER

MON

7 X

14

21

28

Dinner Money
Dinners
14 September 2020

A: Egg & Cress Sandwich - (£2.50)
Allergen - Egg, Mustard, Soya, Gluten

B: Ham & Cheese Sandwich - (£2.50)

Meal Deal includes Fresh fruit and a drink
Selecting OK will debit your Dinner Money balance by £2.50.

OK

CANCEL

TODAY < >

FRI SAT SUN

4 5 6
X X X

11 12 13
X X X

18 19 20
X X

25 26 27
X X

Meal ordering on Scopay

- 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

CLARE LORT
DINNER MONEY

Dinner Money
Dinners
14 September 2020

There is insufficient balance to make this order. Please top-up the account balance.
Meal Deal includes Fresh fruit and a drink

OK

SEPTEMBER

MON	TUE	WED	THUR	FRI	SAT	SUN
	1	2	3	4	5	6
	X	X	X	X	X	X
7	8	9	10	11	12	13
X	X	X	X	X	X	X
14	15	16	17	18	19	20
					X	X
21	22	23	24	25	26	27
					X	X
28	29	30				

Bookable
School closed
On trip
Egg & Cress Sandwich
Ham & Cheese Sandwich
Tuna & Cucumber Sandwich
Tuna & Sweetcorn Sandwich
Vegan Curried

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

Meal ordering on Scopay

- 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.