



# BRENTFORD SCHOOL FOR GIRLS

## BRENTFORD 6<sup>th</sup> FORM

VISION | CREATIVITY | EXCELLENCE

HEAD TEACHER: MARAIS LEENDERS | 5 BOSTON MANOR ROAD, BRENTFORD, TW8 0PG | TEL: 020 8847 4281 | EMAIL: GENERAL@BRENTFORD.HOUNSLOW.SCH.UK | WEB: WWW.BRENTFORD.HOUNSLOW.SCH.UK

11<sup>th</sup> February 2019

Dear Parent/Carer,

### **No cash accepted in school from Monday 25<sup>th</sup> February 2019**

From Monday 25<sup>th</sup> February, **no cash** will be accepted in school and all payments for lunch, trips, materials and mufti day must be made by using the online system. The cash machines in the canteen will be removed so if you would like your daughter to use the canteen please can you ensure that her lunch account is topped up before we return to school on Monday 25<sup>th</sup> February.

Please note if your daughter receives free school meals you will still need to have an account set up to pay for trips and materials.

Creating an account has many benefits for the parent/carers as well as your daughter of which I have listed below:

- Paying for school dinners – using online payments you can check your balance to make sure they never run out of money;
- Paying for trips – some trips have limited spaces, paying online means you could get a place on a trip;
- If paying large amounts for a trip you have the security that your daughter is not traveling around carry large amounts of money;
- Once logged into Scopay you can rest assured that all your card details are on a secure website, you can also choose not to save your card details and just enter them each time you make a payment;
- This service is free to use, and is provided to make paying for lunch, trips and materials more convenient for parent/carers;

The system is extremely safe and easy to use and accepts debit bankcards and credit cards with the only exception of American Express. If you have lost, your login details please contact Ms Lort in the Finance Office 0208 847 4281 and she will be able to reissue your log in details and even go over how to create your account over the phone. All you need is internet access and you are able to do this by phone, tablet or a computer. All families have been registered with Scopay but if you have forgotten your password please use the forgotten password button on the Scopay website.

Yours faithfully,

*M Partington*

Mrs M Partington  
**School Business Manager**

**"TOP 100 NON-SELECTIVE STATE-FUNDED SCHOOLS IN THE COUNTRY" NICK GIBB, MINISTER OF STATE FOR SCHOOLS (FEBRUARY 2016)**

