



4 July 2019

Dear Parents and Carers,

Scopay and Ordering Hot School Meals

Most parents are now registered on Tucasi/Scopay and are successfully booking and paying for items and services online using www.scopay.com or via the Scopay app. If you still haven't registered, need a new letter with your link code, or are not feeling very confident with using the new system, please let the office know as soon as possible and they will be happy to help you register and start using the system before the start of the summer holiday. From September, we will no longer be able to accept any children into Oakley's After School Club or Breakfast Club without parents having booked them on to a session online via www.scopay.com in advance. Please note that unfortunately the Scopay app cannot be used to book club sessions.

The school will be using Scopay for parents to order Hot School Meals next academic year too. If you would like your child to have a hot school meal for the first week back at school in September, you will need to pay and make your order on www.scopay.com by **Tuesday 16th July 2019**. In order to access the calendar to book meals, you need to add money to the Dinner Money section and checkout. When you have a credit balance, you are then able to order the meals. You will not be able to order any meals without paying for them first. If your child is eligible for free school meals, you still need to order a meal online in the same way, but you will not need to make any payment first. You will have the choice of selecting a standard or vegetarian meal, or a jacket potato, as you have been able to do this year.

Menus have been finalised by the caterers and will soon be uploaded onto www.scopay.com. For your information, a copy of the menu for the Autumn term is attached with this letter. A list of allergens is available on our school website.

The booking system will not be available during the summer holiday and will be available again on Monday 2nd September. Meal orders are sent to the caterer a week in advance, so the cut off for orders is always midnight on a Monday for the following week. For example, if you want to book lunches for the week beginning 9th September, you would need to place the order by midnight on Monday 2nd September. Please note, if you would like your child to have a hot meal on the first week back, you must have ordered by **Tuesday 16th July**.

If you currently have a credit balance for hot school meals, this will be transferred to your Scopay account to use towards booking meals in September. If you currently have a debit balance for hot meals, this will also be transferred to your Scopay account and will need to be paid before you are able to purchase and order any meals for the new academic year.

As always, our office team will be very happy to help you should you have any queries or difficulties.

Yours sincerely

Emma Macpherson
School Business Manager

Headteacher: Mrs E Bissell BSc PGCE NPQH
Oakdale Junior School School Lane Poole Dorset BH15 3JR
Tel: 01202 685800 Fax: 01202 685247
Website: www.oakdalejunior.co.uk

