

3<sup>rd</sup> September 2021

Dear Parents and Friends of Castle Hill,

**From the start of this academic year, September 2021, we will be changing the way that your child orders and pays for their dinner each day.**

Soon, we will be introducing online bookings for lunches which can be booked in advance through the SCOPay app or website. This is simple and easy to use and allows you to discuss options with your children at home in advance. This can be done on a monthly, weekly or daily if preferred however, please ensure meals are **booked the night before the day** you wish to order for. You will not be able to pre-order on the day that the meal is being taken.

The menu options are on the school website -> <https://www.castlehillprimary.net/parents/school-meals>

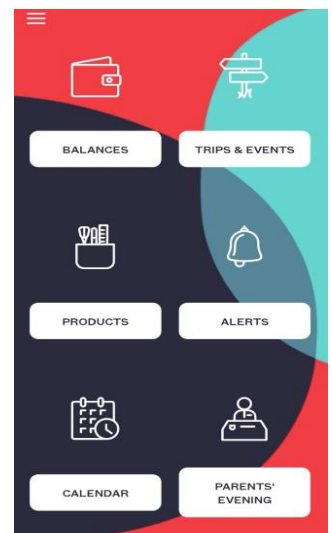
Each morning the class teacher will cross-reference the meals ordered with the children in their class to ensure that no child is missed and any amendments to choices can be made.

You will not be able to pre-order a meal unless your child has a **credit balance** on their dinner money account. This is in line with our 'No debt policy'. Meals are charged at **£2.50** for those not eligible for Free School Meals (FSM) or Universal Infant Free School Meals (UIFSM). If your child is in Year R, 1 or 2 they are eligible for UIFSM and so these will be free of charge. For children eligible for either FSM or UIFSM you will still need to pre-order your child's meal preference.

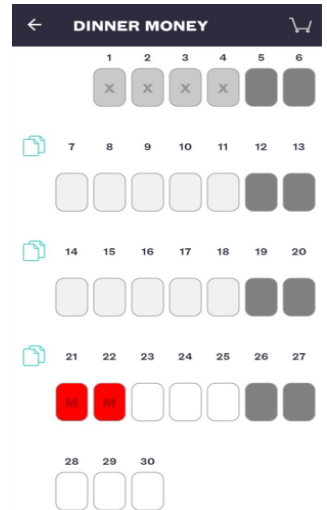
You can pre-order meals online or via the app. Please click on this link to be taken to the online payment system -> **ScoPay Payment System**.

**How to order via the app**

**Step 1.** If you haven't already done so, download the SCOPay app from either your App Store (apple) or Play Store (android). Once the app is open, click on the calendar option.



**Step 2.** You will be asked which account calendar you would like to enter if you have more than one child registered. Selected the child you wish to order a meal for.



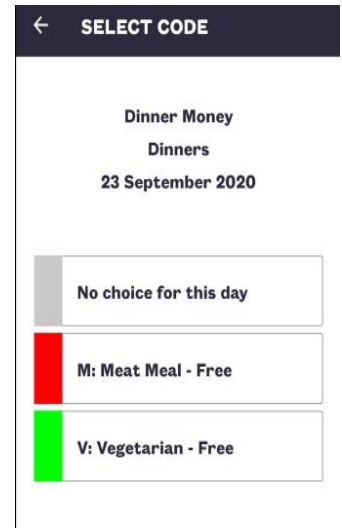
**Step 3.** You will then see the 'Dinner Money' calendar as per this image.

**Step 4.** Select the dates you wish to order a meal for and you will see the 'select code' screen. Choose the meal you would like to order by clicking on the chosen option. The meat option is always M – Red in colour and the vegetarian option is V – Green in colour. If your child is having a packed lunch the you do not need to do anything.

**PLEASE REMEMBER to discuss the meal choice with your child if necessary so that there are no surprises on the day!**

If you need to top up your credit balance on the account, when you are on the main screen in SCOpay, as per the first image on page 2, please swipe right to open up the account options and choose 'Quick top up'.

For any other queries or if you need to set up your SCOpay account and require a link code to do so, please contact the office on [admin@chjs.net](mailto:admin@chjs.net)



Many thanks

The Admin Office