

Dear Parents and Friends of Castle Hill,

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

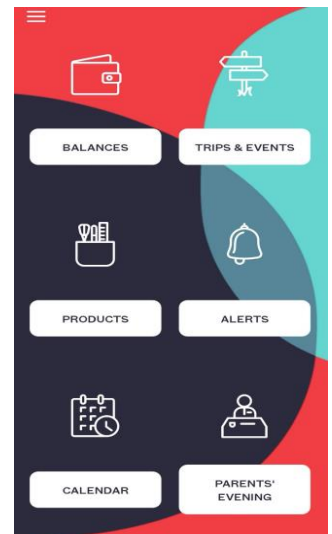
All parents/carers will be required to **pre-order** their child's meal option via SCOPay using the app or website. This can be done on a weekly basis or daily if preferred however, please ensure meals are **booked by 8am the day** you wish to order for.

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.

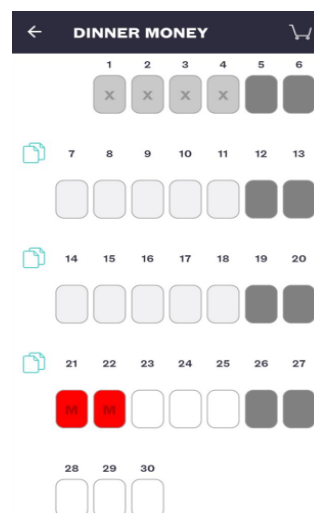
The app will not let you pre-order meals unless your child has a credit balance on their dinner money account. This is in line with our 'No debt policy'. Please ensure there is a balance before ordering. Meals are £2.50 for those not eligible for Free School Meals.

How to order

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.



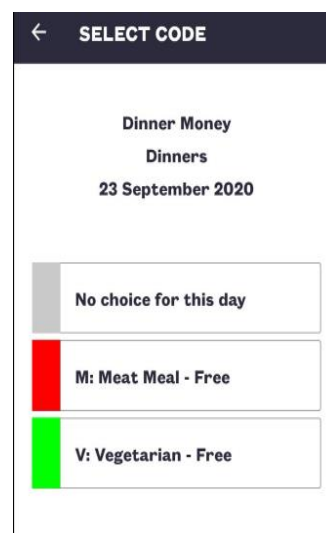
Step 3. You will then see the 'Dinner Money' calendar as per this image.

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



Many thanks

The Admin Office