



04 September 2020

Dear Parent/Carer

## Start of Year Financial Information for Year 7

We look forward to your child joining us next week. Further to my letter at the beginning of July I would like to outline for you the key points you need to know for September. If you have any queries please do not hesitate to contact the finance team by email on [finance@guiseleyschool.org.uk](mailto:finance@guiseleyschool.org.uk)

### KEY UPDATES

#### No cash or cheques

**Due to COVID-19 we are no longer able to accept payment by cash or cheque, so request that you make all future payments to school through our online SCOPAY option.** This includes payments for materials, such as maths packs; packs of pencil crayons; music lessons; and for the cashless catering system. The online payments system, SCOPAY, is very easy to set up and can be used from a computer and a mobile phone. I have attached guides to this letter to assist you and these are also available from our website ([parents/carers > payments and catering](#)).

We sent out a letter, at the end of June by royal mail, giving you your link code to set-up your account. If you need a copy of this letter please email [finance@guiseleyschool.org.uk](mailto:finance@guiseleyschool.org.uk) and we will email it to you. If you need any assistance with setting up the account, again just email us and one of the finance team will contact you.

#### School Lunches and online payments

Please note that, like the school, Hutchison Catering can no longer accept payment by cash or cheque, **all** payments need to be made online. Hutchison Catering offer a break and lunch-time service on a cafeteria based system. You need to put money onto your child's catering account and their purchases will be charged against this on a daily basis. (You can also check what they have been eating via the SCOPAY app). By default, there is a daily limit of £6.00 per child per day, should you wish to set a lower daily limit please email us and this can easily be set-up for you. Once the new price lists are published on our website it might be worthwhile you looking at these with your child so you can work out together what they might like to purchase for break and lunch within your agreed budget. The price of the meal deals, providing a main meal and a dessert, will be £2.50 for the 2020/21 academic year.

Normally, we use a thumbprint system to register the sale against your child's account. However, we are initially going to trial a system of issuing your child with a PIN number, which they give to the cashier for each purchase. We hope that this system will speed up service rather than needing to wipe the print readers after each person. If your child forgets their PIN number one day they can also say their name. We will monitor how this system works and revert to using the thumb print if the trial does not produce satisfactory outcomes.

One final thing on school lunches, we appreciate that everyone leads busy lives and sometimes accounts do not get topped up immediately, so we have amended our catering system so that it will allow your child to have up to five lends before their account becomes blocked. This gives you a full week to top-up your child's account. *(Please note that we will be trialling this system to make sure it works well, as we cannot afford for lots of parents to be owing money! This is supposed to be for emergency rather than regular use).* **Please see the guide on our website about setting up alerts so that as soon as their balance is getting low you will receive an email reminder to top-up.**

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Headteacher: Mr Paul Clayton



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## Printing Allocation

In order to maximise the value we obtain from our printing budget the school recharges printing costs to departments. Similarly, each pupil is given an annual limit for printing that they can use for their school work on any of the printers in school. The cost for printing has been calculated on the cost of paper, the printer ink or toner plus the average cost of maintenance to service and repair the printers. The allocation gives each pupil at KS3 100 pages' worth of free printing increasing to 150 pages at KS4 and 200 pages at KS5, which we believe will be sufficient. Extra printing credit may be purchased online via SCOPAY.

## Electronic systems saving time, paper and making life easier and safer for everyone

We have introduced online forms so you can confirm your music lessons, provide consent for activities and so forth in a secure manner without needing to print any forms. We will upload all of our generic new forms onto the website under [Parents-Carers > Payments and Catering > online forms](#).

## Free School Meals

During these recent times it may be that your financial position has been adversely affected and your child may now be eligible for free school meals. Please read the information sheets attached to this letter. If you think that you are eligible do get your application in as soon as you can. If you contact us on [finance@guiseleyschool.org.uk](mailto:finance@guiseleyschool.org.uk) we may be able to assist you to get your application processed as soon as possible.

## School Uniform

There is an online form you may use to apply for Financial Support with School Uniform. Click on the link below and scroll down to the bottom of the uniform page on the website:

[Application for Financial Support with School Uniform](#)

Thank you for your attention to this financial information.

Yours sincerely

*Catherine A Beaton*

Mrs Catherine Beaton  
Director of Administration and Finance

## Attachments to accompany this letter:

1. Free School Meal Information Sheet
2. Free School Meal application form (for those families living outside of the Leeds area)
3. Pupil Premium Information Sheet
4. SCOPAY guides:
  - 4.1. SCOPAY Mobile App instructions (this is the best one to start with)
  - 4.2. *SCOPAY also produce their own guides, which are available from our website:*
    - 4.2.1. SCOPAY Parent Guide – Alerts (useful to let you know when you need to top-up your child's catering balance)
    - 4.2.2. SCOPAY Parent Guide – Managing your account
    - 4.2.3. SCOPAY Parent Guide – Making Payments