

Cashless System

When a pupil purchases items from the canteen, they collect them in the usual way from the counter and then proceed to a till. At this point rather than paying with cash or coins, they will simply place their finger on the reader or type in a pin number. The software will recognise the pupil and automatically deduct the value of the items from their account.

Food accounts can be topped up using the school's SCOPAY online payment system. Parents will need to register for a SCOPAY account in order to top up their child's account.

SCOPAY registration details can be obtained from the Finance Office by telephoning 01942 747693, ext. 309 or alternatively send an email to: enquiries@admin.saintpetershigh.wigan.sch.uk

Y7 Parents will not be able to top up their child's food account until they have received a letter from the school asking them to register for SCOPAY and top up. This can only be done at the end of the first day at school. To enable Y7 pupils to purchase food before their account can be topped up, we activate a temporary 'overdraft' facility on these accounts, capped at £7.00 per day. Y7 pupils can purchase items from the canteen in the usual way, however these accounts will show 'overdrawn' for a couple of days until credit is added later on.

When credit is added to a child's SCOPAY account, monies can take up to 15-minutes before they are activated, so we would always encourage parents to check their child's account balance regularly and avoid last minute top ups.

Cash is no longer accepted at school, so pupils will not be able to top up their food accounts using payloaders, but will be able to check their balance.

Parents can top up their child's food account at home using a debit /credit card. The same account can also be used to pay for school trips, events and make donations to school.

- The advantages of the on-line method of payment include:
 - Less cash handling by pupils
- Reduced risk of pupils losing cash
- Full audit trail from receipt of money
- Fully automated update of school records
- Parents can view their payment history on-line
- Parents can also view, what your child is purchasing on a daily basis

Spend Limits

To ensure pupils cannot spend all of the money in their account in a single day, there is a spend limit of £7.00 per day.

What if a pupil does not hold sufficient balance to pay for a school dinner?

There is no overdraft facility on our system, so pupils **MUST** have sufficient money on their account to be able to pay for their school dinner.

Pupils entitled to free school meals

Any pupils entitled to free school meals have their account automatically credited each day with the free school meal allowance of £2.94 per day. However, any

underspend or missed dinner will be identified by the system and reset to zero the following day (i.e. so won't be added to the next day's balance).

Parents can opt to add additional funds to their child's account using the methods above, which will allow them to purchase additional items at break time or during lunch and cover purchases in excess of the £2.94 free meal allowance.

Do I need to top up every day?

Ideally no, just like any pay as you go system, you can choose to top up as much or as little as you want (minimum top-up of £10.00). As the balance decreases, additional money can be added to your child's account. Each time you top up funds or your child purchases an item, their remaining balance will be shown.

Opting out

You can choose to opt-out of the biometric identification system. If you do this, your child will be issued with a pin number, which they will use to purchase food. It is the responsibility of the pupil to keep their pin number safe.

Further information about how the cashless system works and questions concerning finger print recognition can be found by clicking on the parent's section on the school website.