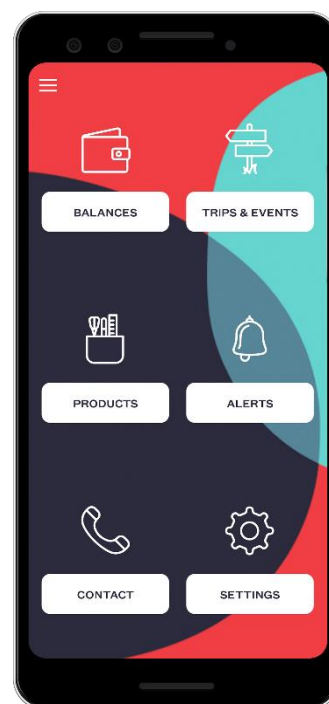




We are very excited to introduce you to SCOPAY which every parent can access through the internet or via an app. We are sure it will improve our current administrative and financial systems including communications and this in turn will help us all.

For SCOPAY to work we need every parent to be organised and use it
We are relying on you to make this a great success

The system will allow you to view balances and pay for school meals, trips and events, before and after school clubs, purchase items from our stocks and provide consent. The PTA will also use this system to promote and obtain payment for events. This means the school will be running a cashless system from September 2022.



Please expect an email in the next few days with your link details. There will also be instructions to help you create your account and instructions for families with more than one child using SCOPAY so that you can link accounts. If you find you are struggling to set this up, please pop by the office for support or speak to some fellow parents. As ever, I am sure you will all support one another in this endeavour.

Once you are up and running, please take a look around the system to familiarise yourself with the app.

It is very important that you recognise the distinct change to the way we process payments from September 2022 onwards. This new scheme focuses on a zero debt, cashless system.

I am sure for some this will not be favourable but as I type this, we have current outstanding debts of £7241.90 for provisions such as, school dinners, breakfast and after school clubs, trips, uniforms etc up to last term (27/05/2022). I am sure you will appreciate therefore that this system will protect the school's small budget from the risk and impact of non-payment.

Should you find yourself struggling financially we ask you to discuss the matter with the Head Teacher, Mr Darren Newiss. He is contactable via email head@wilsons.lancs.sch.uk or telephone 01524 732097.



School Dinners / Packed Lunches

Whether your child is having a school dinner or a packed lunch we really need to know. Please record your child's daily catering choices on SCOPAY in advance.

Universal Free School Meals (UFSM) are available to all children from Reception to Year 2. You will need to select from our daily menu options your child's school dinner choices. These can be selected in advance on a daily, weekly or termly basis, it's up to you how you want to do this but the more organised you are the better!

From Year 3 onwards school meals are payable at £2.40 per day as at 02/09/2022. All school meal payments will be on a pay as you go basis so you will need to have put money onto your SCOPAY account to be able to purchase a school dinner for your child. These can be selected in advance on a daily, weekly or termly basis.

If your child is going to bring a packed lunch, please specify this on the system too. You will not be charged, of course, but it is important that we know that each child has been catered for each day. If you know that your child is always going to have a packed lunch you can let the office know and we can assign this automatically for your child every term so that you don't have to.

What happens if you forget to book a child's meal?

We really want to avoid this situation if at all possible but we also understand that you might forget at times. We will in this instance speak to the child and obtain their dinner choice for that day and allocate it to the child's account. We will then send you a text to inform you so that, if necessary, you can clear the debt on the account and book any further meals going forward.

If this occurs on two consecutive occasions, we will call to discuss this with you directly.

Repeated failure to provide your child with a packed lunch or arrange a school meal will be handled by the Head Teacher and may result in an onward referral.

Breakfast Club & After School Club

You will only be able to access this booking facility if we have received a completed registration form for this club. If you do not have access, you will not see these services as an option in the Calendar area. To obtain access please email the office at bursar@wilsons.lancs.sch.uk and we will send you the registration form to complete and return. Once returned you will be added to the register and access will be activated.

We reserve the right to deny access to these services where there are historic unpaid debts or repeated unacceptable behaviour.

Breakfast Club must be pre-booked in advance with at least 24 hours' notice as the register will be prepared the day prior. Payment is payable in advance and is charged at £5.00 per day as at 02/09/2022. Drop off anytime between 7.30am to 9.00am.

After School Club must be pre-booked in advance and notice can be provided up to 3.00pm that day. The official register will be printed at that time for the club support staff. Payment is payable in advance and is charged at £8.25 per day as at 02/09/2022. Pick up anytime up to 6.00pm.

We understand that occasionally due to unforeseen circumstances you might not be able to collect your child on time and need to use this club as an emergency back-up. In this instance, please telephone the office to communicate your needs and we will do our best to accommodate. If we do put your child into the club, we will add the fee to your account.

Repeated failure to collect your child at 3.15pm resulting in the urgent and unexpected use of this club will be handled by the Head Teacher and may result in an onward referral.

Childcare Vouchers

We understand that some people use childcare vouchers to cover childcare costs and that the funding for these is paid retrospectively. In this instance, please inform the office so that we are aware. In this instance we will enable you to book in advance and pay later. We reserve the right to restrict access to anyone with debts exceeding 5 weeks until the debt has been cleared.

Please note childcare vouchers can only be used for the extended hours care of your child at our Breakfast Club and/or After School Club. We cannot accept payments through this scheme for residential trips as they are out of school premises.

Coming Very Soon!

During the next few days Sam in the office will be working on setting up the schemes for the children using the following clubs;

Football Club – Thursdays – Payable termly £20.40 for 6-week block bookings

Keyboard – Thursdays during school hours - Payable termly £27.00 for 6-week block bookings

Violin - Thursdays during school hours - Payable termly £27.00 for 6-week block bookings

Guitar – Tuesdays during school hours - Payable termly £27.00 for 6-week block bookings

Drums – Mondays during school hours - Payable termly £27.00 for 6-week block bookings

JAM Club – Wednesdays – Permission required – no fee

If your child is on the register for any of these you will see access on your SCOPAY app to enable payment