

Breakfast & After School Club Payments



The Scopay system is the main way of paying for your out of school childcare provisions on a pay as you go scheme.

To log into Scopay click on this link: [Login \(scopay.com\)](https://scopay.com)



If you have a HMRC Childcare Account we can accept payment through this system. We would need you to provide us with your childcare code and we would then enable the Scopay system to permit you to pre-book without upfront payment.

We do expect payment to be made on a half termly basis to clear your balance. Please also email bursar@wilsons.lancs.sch.uk to inform the Office of the date and amount of the payment.

Setting Up a Childcare Account with HMRC

To look into obtaining a Childcare Account see the link below:

[Get free childcare if you're working: step by step - GOV.UK \(www.gov.uk\)](https://www.gov.uk/get-free-childcare-if-youre-working)



You can also pay by Computershare Vouchers through your employer. Speak to your employer if this is something you would like to set up. It will be at your employer's discretion whether they offer this facility.

We do expect payment to be made on a half termly basis to clear your balance. Please also email bursar@wilsons.lancs.sch.uk to inform the Office of the date and amount of the payment.

Why is my Scopay balance not updated to show my recent payment?

It is important to be aware that if you do use the HMRC Childcare Account or Computershare Vouchers as your preferred method of payment there will be some delay in clearing your payment from Scopay.

The payments go directly into the school budget account. We can only clear the balance when we are provided with our monthly journal from Lancashire County Council and are able to see the payment listed on the journal.

The estimated turnaround could be as quick as 1 week or as long as 8 weeks depending when you paid and when the journal is prepared by the council.

By sending an email of your payment to the Office we are able to anticipate it on our journal which makes the process much easier.

If you are concerned please email bursar@wilsons.lancs.sch.uk and we will look into this further for you.