



Worplesdon  
Primary School

Envis Way, Fairlands,  
Worplesdon, Guildford  
Surrey, GU3 3NL

1<sup>st</sup> September 2020

Dear Parents and Carers,

We hope you all had a wonderful summer break and are looking forward to the children returning to school on Thursday.

We are writing to let you know some important changes that we are currently making with regards to payments for school lunches, trips and extended day.

We are currently in the process of moving away from Scopay (our current payment system) and transferring all payments for school lunches, trips and extended day to Parentmail. This will make things much more straightforward for you as it means everything relating to school will be under one account.

Details will follow in the next day or two about how to use the payments system on Parentmail. We are hoping to have the financial transfer ready by this coming Monday 7th September at the latest but will complete it later this week if possible. If it does not happen until Monday, please do not worry as your child can still have school lunches on Thursday and Friday this week. The money owing for these will just show when you log onto the school lunches account on Parentmail for the first time.

We would ask that you do not make any further payments onto Scopay from today unless it is to pay off any money owing. Please do not worry if you have recently put money on your child's Scopay account as all money on your account will be transferred to Parentmail ready for going live. **Please note, any money owing will also be transferred over to Parentmail so we would ask that this is cleared today before the transfer takes place if it has not already been cleared over the summer.**

As with our current system, all lunches must be paid for in advance as this is the policy and requirement from Surrey County Council who provide the school lunches. We would be grateful if you can support us with ensuring your child's account never goes into debit by checking it regularly or, if it does, that it is resolved within 24 hours.

Lunches from September have increased to £2.40 per day.

**We will no longer be accepting any cash or cheque payments into school. All payments from now on must be made online via your Parentmail account.**

We hope you will be pleased with the new system which we believe will make things much smoother and more straightforward.

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[office@worplesdon.surrey.sch.uk](mailto:office@worplesdon.surrey.sch.uk)



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Please keep an eye out for a further email from us in the next couple of days which will let you know we are ready to go live with the new system and will give you details on how to use it.

Thank you for your support.

Kind regards,

School Office