01 April 2019

Dear Parent/Carer

**SCOPAY Online Payments**

We are delighted to welcome you to the **SCOPAY Online Payment** system at our school. The system will allow you to view balances and pay for School dinners online without the need to send cash or cheques into school.

You can use the same online account to link any children you have at this school and to link children at other schools using the **Tucasi** secure **scopay.com** system. If you have received more than one account access letter because you have multiple children at this school, create your online account as below for the first child and then link the second child using the instructions in the **I already have a scopay.com account** section.

**I don’t yet have a scopay.com account:**

Visit [www.scopay.com/claveringpri](http://www.scopay.com/claveringpri) and **Register as a New User**. Follow the instructions on the screen to enter your details and add the unique online **link code** for «FirstName» when prompted. If you need assistance creating your account, there are help guides on the login page.

**I already have a scopay.com account for another child:**

Log on to your existing account using your username (email address) and password. Select **Your Info** then **Link Accounts**. Enter the unique online **Link Code** above to add «FirstName»’s account. Their name will then appear in the dropdown on the right hand side of the screen.

*Note:* You only need your online link code when registering. It is no longer needed once your account has been activated. If you require a second link code (for another parent, relative or carer to create an account), please request this from school.

We hope you find this method of payment easy and convenient. Please contact the school if you require any further assistance.

Yours sincerely

School Office

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Clavering Primary School
Stortford Road,
Clavering,
Essex. CB11 4PE

Tel: 01799 550 300
Fax: 01799 550 045

Email: admin@clavering.essex.sch.uk
Website: www.clavering.essex.sch.uk

Head Teacher: Miss R. Allsop
Administrators: Mrs J. Snelling
Mrs J. Nicholson
Mrs V. Prentice

Clavering Primary School fully complies with information legislation. For the full details on how we use your personal information please visit http://www.clavering.essex.sch.uk/freedom-information-policy/ or call 01799 550300 if you are unable to access the Internet.