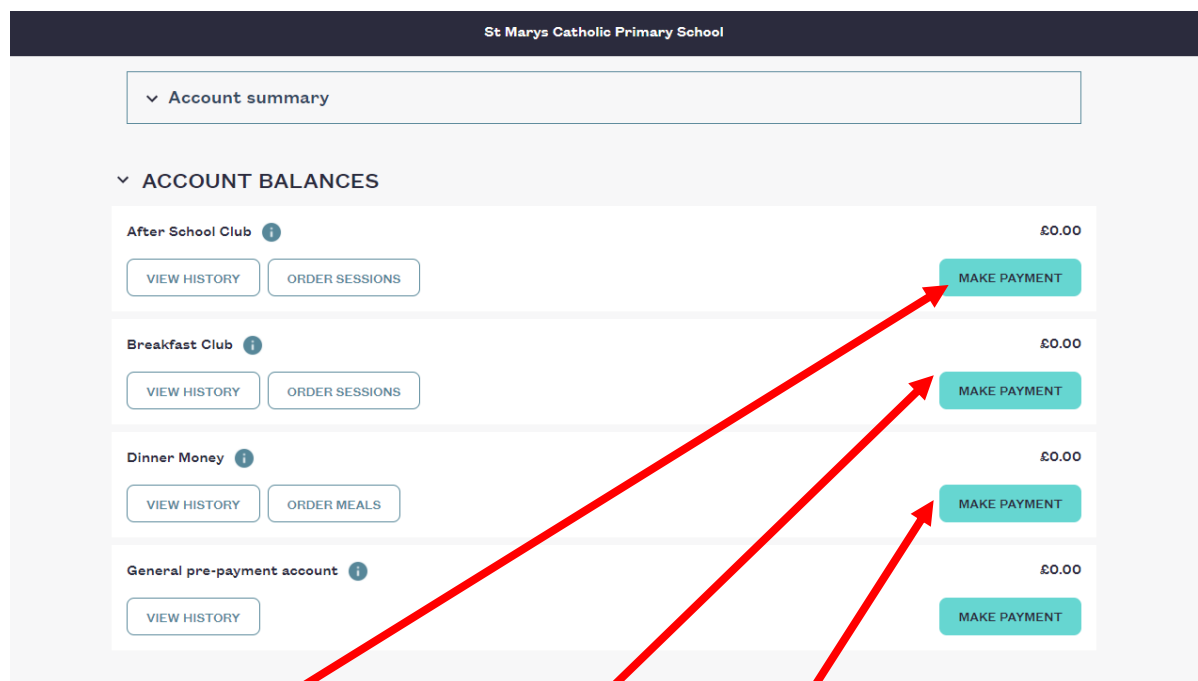


## Steps To order After School Club sessions, Breakfast Club sessions or dinners

- Log in to **scopay.com** (if you do not already have an account, please contact the school office for a 'link code')



- Please ensure that the account is in credit before booking club sessions/lunches.



Add credit here to top up the balance which will allow you to book after school club sessions

Add credit here to top up the balance which will allow you to book breakfast club sessions

Add credit here to top up the balance which will allow you to book dinners (free for children in years F2-2) or PP students

- Click the day you would like to order for (ordering is blocked to parents if within a week, late orders may be able to be booked by telephoning the school office).
- Click the meal/session time you would like for that day.
- Click OK
- Check what bookings you have made by seeing codes in the monthly calendar (codes on left hand side).