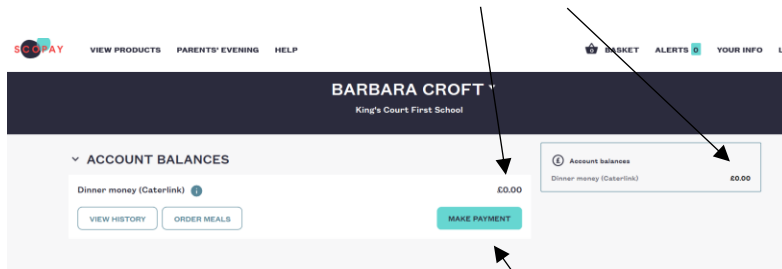


Ordering school lunches

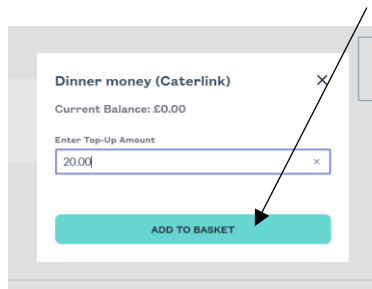
When you log in to your account at www.scopay.com this is the opening screen. If you pay for lunches, before you can book any lunches your account must be in credit and so you will need to top up your balance first.

Your balance can be seen either here or here.

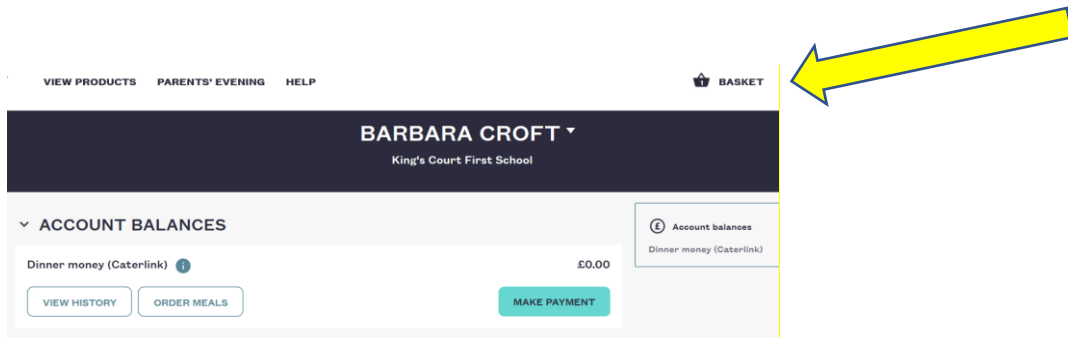


****Please note that If your child is in Reception to Year 2 or entitled to a free school dinner, this stage will not be necessary****

To add money to the account, click the 'make payment' box and enter the amount you would like to make. Press 'add to basket'



This will return you to the previous screen but has now added the amount to your basket.



Click on the basket to proceed.



Review the amount and checkout. You can save your contact details at this point if you wish and will then take you through to the **secure payment system** to enter your card details.

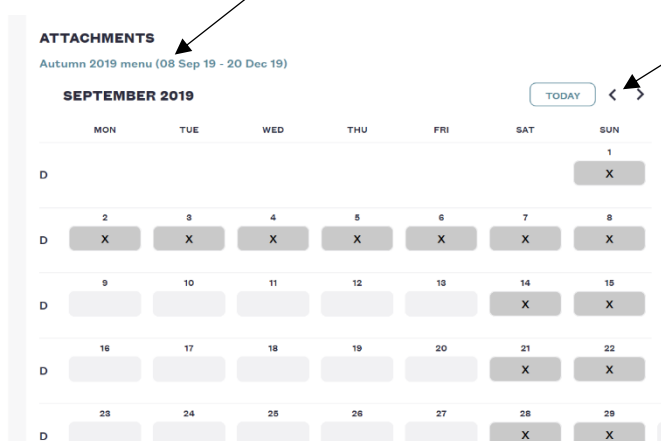
Meal booking process

You can then start booking your child's meal choice by clicking on the order meals button.

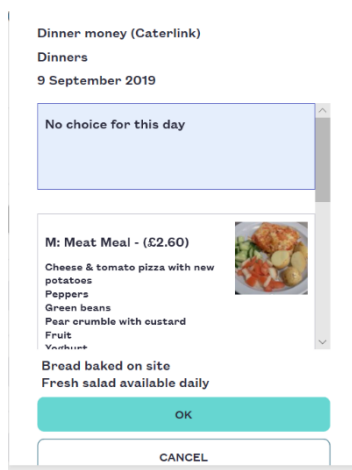
The full menu for the term is uploaded here and can be accessed by double clicking to open.

Navigate to the correct date you wish to book and the available school days are in pale grey.

You can go forward and backwards to other months by using the arrows here.



By clicking on the day that you wish to book, a drop-down box appears. You can then choose any of the options shown below, using the scroll bar on the right to see all the alternatives. Once you have clicked on an option and OK, the meal is booked.



However, if this needs to be amended, you can go back in and select the correct option or 'no choice for this day' to cancel altogether, up to the night before service. It **cannot** be done on the day.

You will be able to see which days you have selected a meal for as the M, V or J will be showing.

M = Main meat option **V** = Vegetarian option **J** = Jacket potato

In the summer term, a grab bag may also be available as an option.

***** Please remember that if your child is not in school on the day that they have a prebooked lunch, you must ring the cook by 9.10am to cancel, otherwise the meal will still be prepared and chargeable *****

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