

# St. Crispin's School

Headteacher Mr Andy Hinchliff  
London Road, Wokingham, Berkshire, RG40 1SS

Telephone: 0118 9781144  
E-mail: [contact@crispins.co.uk](mailto:contact@crispins.co.uk) Web: [www.crispins.co.uk](http://www.crispins.co.uk)

St. Crispin's  
Excellence for all



Dear Parents/Carers,



## **Cashless Card System – Scopay**

Parents are able to upload funds via the Scopay website and can monitor the amount spent and indeed a list of food purchased by their child each day. Scopay is the system that we use for payment of school trips, equipment and special events. In Scopay you will see an additional line saying "Restaurant" where you can top-up funds.

This system has a significant number of advantages as detailed below:

1. There is no need for students to carry cash on site which can go astray
2. Parents/Carers have the convenience of advance payment avoiding the need to regularly find change!
3. Parents/Carers minds can be at rest that students are actually purchasing a healthy school meal rather than buying sweets or other contraband.
4. Parents/Carers can log on the system to see and monitor the food that has been purchased and can set a daily limit spend if they so wish. If you would like to enforce a daily limit spend please contact the school office, we would recommend a limit of £6 -£8 for the days when students might take breakfast, lunch or have an after school extracurricular purchase.
5. A faster serving time for students.
6. Specific allergy information is entered onto the system for each student. The till will automatically alert the Cashier if the student has a known food allergy or intolerance
7. Free school meal allowances are credited automatically to a student's card. However, parents/carers may wish to supplement this allowance if they so wish the difference between monies is indistinguishable. We are confident that our new system will give dignity to all students when purchasing their meals
8. Finally, the system helps students understand how to work within and manage a fixed budget.

Should students lose their cards they can be replaced at a cost of £3.50. Each card is named so if it is lost in school we will be able to reunite it with its owner. A feature of the card is that your child's photograph is seen by the Cashier at each purchase to prevent students swapping cards. The system also allows your child to see the balance of their accounts on the tills at each purchase; equally you may see the balance on line when logged onto the system. Students occasionally arrive at school having forgotten a packed lunch or money to purchase food. We will ring parents if this is the case and request a packed lunch is brought in or money might be uploaded onto the payment system. If a card is forgotten we are able to issue a temporary daily card. Naturally we want students to take responsibility for their cards and take measure to ensure they are kept safely.

St. Crispin's School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust,  
London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 0011 [www.thecircletrust.co.uk](http://www.thecircletrust.co.uk)



If you have not yet registered on Scopay, please contact the school office for your activation code. To login, please click [here](#).

If you have any queries, concerns or comments please do not hesitate to contact the school office.

Yours faithfully  
St Crispin's School Office.

