

Northwick Park Primary and Nursery Academy

Company No. 9154404

Third Avenue, Canvey Island, Essex. SS8 9SU
Telephone: (01268) 684554

Headteacher: Emma Lane

09 July 2018

Parent/Carer of:

Dear Parent/Carer

Pupil: A Child

Class: YR

Link Code: 19*****6

Confidential Online Account Access Information

We are delighted to welcome you to your **Northwick Park** online account. Your account will allow you to **check balances for dinner money, trips and Busy Bears and to make payments to the school. You can also use your account for other tasks such as checking your child's meal history and to view receipts.**

You can use the same account for any children you have at this school, and for children at other schools which also use **Tucasi** secure **scopay.com** system.

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

Log on to your account using your existing username (email address) and password. Select the Link Accounts option from the 'Your info' menu heading and enter the unique online link code to add account.

I don't yet have a scopay.com account:

Visit www.scopay.com/northwickpark and Register as a New User.

You will need a valid email address which will become your username. Follow the instructions on the screen to enter your details and add the unique online link code when prompted.

Note: Online link code is for one time use only. It is not needed once the account has been activated.

If you have received more than one account access letter, for siblings at this school, create your account as above for the first child and link the second child using the instructions in the 'I already have a scopay.com account' option above.

If you need help registering your account, you will find links to a Quick Reference Guide and a short video tutorial at www.scopay.com/northwickpark.

If you require any further assistance I will be available to help you at parent's consultation next week.

Please note due to the cost of transaction charges the minimum total payment on 'check out' is set at £10.00 and only debit cards are accepted.

Yours sincerely

Sarah Colquhoun
School Business Manager