



# Hillstone Primary School

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**Head Teacher: Mr J King**

Dear parents and carers,

If your child attends early breakfast club from 7.30am, breakfast club from 8am, after school club or has junior snack from school, please ensure that you have added credit to your child's Scopay account and have then selected the correct date from the calendar that you wish to book.

Firstly click on '**Balances**', select the service you need to add credit to and select '**top up balance**'. Enter the amount you want to top up by, press '**add to basket**' and then go to the basket icon in the top right corner. Now press '**checkout**' and enter your address and select '**proceed to payment**'. Now enter your card details and press '**pay**'.

Once you have enough credit on the required account, go back to the homepage and select '**calendar**'. Select the service you need to book and from there, select the date from the calendar that you need to book. Once you have clicked on the correct date you will need to click '**A: Attending - £**'. When you have pressed '**A: Attending - £**' you will be taken back to the calendar and you should see an '**A**' in the date you wanted to book.

**If you have multiple children, you will need to follow this process for all children that need to be booked in.**

**Please note that bookings cannot be amended or cancelled by the school office. If you do not cancel the booking prior to the 'cut-off' time, you will be charged and refunds cannot be given or credit added back onto the account.**

If you need to cancel a session that you have already booked, follow the steps above; select '**calendar**' click on the service you no longer require i.e. after school club, and press on the date you need to cancel (which should have an '**A**' in if there is a session booked) and press '**no choice for this day**'. The calendar should now be empty for the date you have cancelled.

Please see the table below for guidance on cut off times for booking or cancelling a service

Session	Price	Session start time	Session end time	Cut-off time to book a session or cancel a session
<b>Early breakfast club</b>	£3.50	7.30am	8.50am	7.15am on the same day
<b>Breakfast club</b>	45p	8am	8.50am	7.45am on the same day
<b>After school club</b>	£9	3.10pm	6pm	2pm on the same day

**Please be aware that if you do not cancel the session on Scopay before the cut-off time, you will be charged.**

Yours sincerely,

Mr King

