THE SWEYNE PARK SCHOOL

SCOPAY - ONLINE PAYMENT SYSTEM FOR SCHOOL MEALS & TRIPS

Sweyne Park School uses an online service called **Scopay** as a more convenient way to pay for school meals, trips, school transport and much more**.**

Scopay is for on-line payment of Catering, trips, school fund and other items.

There is an easy to use smartphone app that you can download. Once your account is activated using the special code that we will be sending to you, payments can be made at any time.

Full details of the system can be found at   https://www.scopay.com/login.html   We will be sending you details of how to register.

Cashless Catering
In school we have a cashless catering system. At a till or validator machine the pupil's thumb can be used to pay for meals or check balances.

Cashless School Meals System
What is a Cashless System?
At the heart of the cashless system there is sophisticated computer controlled Software. This allows the system to recognise each individual pupil, hold individual cash balances, record cash spent and payments received, and record what food is purchased, on any specific date and time of day. This system is linked to Scopay.

The system will give the following benefits:
- Convenience of paying for school meals. No more looking for change every morning.
- Alleviates many of the associated problems with the use of cash in schools.
- Queuing times reduced through speed of service.
- Automatic free school meal allocation with the pupil remaining anonymous.
- No loss or misuse of school dinner money in or out of school.
- Pupils acquire important life skills by being responsible for their own account.

How are pupils recognised by the system?
The system uses biometric finger ID technology. Each pupil will have their finger ID registered as part of the system installation. Pupils, parents and staff can be assured that the finger ID images cannot be used by any other source for identification. The system uses an image of the finger ID to create a mathematical algorithm and then discards the finger ID, only the numbers remain and these cannot be reinterpreted back into a finger ID image. Finger ID registration is voluntary and those not wishing their son/daughter to sign up will still be able to use the system but will be issued with an individual number.

How is the 'finger' used to obtain a school meal?

The pupil places his/her finger on a finger ID reader at the till. This opens the pupil's individual account at the till. A display will show the server the pupil's name and current cash balance held within the system. The selected food items will be entered into the system from an itemised keyboard while the amount spent and the new cash balance will show on the display.

How is money entered into the system?
a) Scopay – **online (the preferred method). Please ensure you top up at least a couple of hours in advance or preferably the day before.**
b) By cash into the automatic cash Revaluation Unit located in the school which is set to accept £20, £10, and £5 notes and £2, £1, 50p, 20p, and 10p coins. **Change isn't available at the units so please ensure you send in the correct amount. All of the money entered into the unit is credited to the child's account.**

How does the revaluation station work?
Firstly, the pupil places their thumb on the reader at the Revaluation Unit, which will open their account within the system and the pupil's name and current cash balance will be displayed.

Secondly the pupil inserts coins and/or notes into the slot(s). Each time money is added the total balance increase will show on the display.

How will the pupil be able to check what the current cash balance is held in the system at any one time?
In two ways:
a) The revaluation unit. The pupil will simply place his/her finger on the reader at the Revaluation Unit; the balance will then be displayed. There is no need to deposit money.
b) A customer display at the point of sale will show the new cash balance when food service has finished.

If we pay for a set number of school meals, can it be spent in one day?
No, a daily global spend limit of £7 per day will be set and automatically managed by the system. However, this may not be acceptable to all, so on request an individual limit can be set if the school is informed in writing.

What if a pupil does not hold a sufficient cash balance one day to pay for a school dinner?
No pupil is refused a school dinner because they have insufficient funds on their account. The school will allow for the pupil to borrow money via a credit slip for **ONE** day. Pupils should report to Pupil Services at break time or at the start of lunchtime to make arrangements for this. The account should be topped up via Scopay and the money will be deducted the following day.

What about pupils entitled to a 'free school meal'?
All pupils will use their thumb to open their accounts at the tills. The amount allocated for the free school meal will be automatically added by the system to the entitled pupil's account on a daily basis. Any 'under spend' or missed meals will be identified by the system and will **not be added** to the next day's balance. The pupil can also add extra cash to his/her balance in the system by any of the methods mentioned above. This will enable them to a greater daily spend; perhaps for break time snacks, than simply the 'free school meal' allocation.

What if I don't want my child eating certain foods?
The system allows for blocks to be made on certain food types if you wish us to. Any such request should be put in writing.

Data Handling
Certain data will be held on the system to enable accurate operation. This will include your child's name, registration group, photograph, account balance and meal entitlement. This data will be handled under the guidelines of The General Data Protection Regulation (GDPR) 2018.