



South Lake Primary School

Campbell Road, Woodley, Reading, RG5 3NA
Tel: 0118 969 1672 Fax: 0118 969 4617

E-Mail: admin@southlake.wokingham.sch.uk
Website: www.southlakeprimary.co.uk

Mrs A Butler-Willis
Headteacher

23rd September 2019

Dear Parents and Carers,

We are continually looking at our communication and administration systems to ensure they are useful and easy to operate. As a result, we have consolidated our online offering into one system – Scopay. Many of you will already know the system well as it is the same one used to pay for school lunches.

We have increased our investment in the system enabling parents/carers to:

- Order and pay for lunches online
- Manage bookings for extended day provision (Breakfast and After School Club) and pay for sessions
- Receive letters, give consent and pay for school trips online
- From next term onwards, book lunchtime and after school activity clubs
- Book appointments for Teacher Consultation Evenings

You will also be able to see any payments made, credits or outstanding balances and print off receipts as required. Whilst this is a move away from recent initiatives using other providers we felt that parents would prefer to have everything in one place. It further enables us to reduce the amount of paper we send home as we continue to increase our electronic communication.

If you are not already registered with Scopay, you will receive an email today with a link and a personalised code enabling you to create your account. **We recommend that everyone creates an account as we will use this system for our Teacher Consultation evenings in October.**

Bookings for Teacher Consultation Evenings on October the 8th and 9th will go live at 7p.m. this evening (Monday 23rd September).

If you experience difficulties in creating an account or do not receive an email (please check any junk folders), please contact the school office.

Yours sincerely,

Mrs A M Butler-Willis

Headteacher