



Ordering Meals on ScoPay

Step 1
Go to the
www.scopay.com website
and login with your email
address and password

SCOPAY
LOGIN

Email Address

Password

LOGIN

MARC ACKROYD ▾
SCOPAY School

French For Beginners - SCOPAY School

Marc Ackroyd - SCOPAY School

Mary Ackroyd - SCOPAY School

Step 2
Select the child
you wish to view

Step 3
Next to Dinner
Money select
ORDER MEALS or
VIEW CALENDAR

▾ **ACCOUNT BALANCES**

After School Activities ⓘ **£0.00**

Dinner Money ⓘ **-£1.00**

How do I book and choose a meal?

The Autumn menu will be available soon on the school website [here](#). The Scopay booking system is accessible via the home page of the school website [here](#). Once you have booked a meal, children will be able to choose from the daily options at the point of service, supported by staff as necessary.

How do I order a special diet meal?

The school keeps a record of allergies and special diets. Please ensure that we are made aware of any changes by emailing parents@stamford-green.surrey.sch.uk. Children with special dietary requirements are identified by coloured lanyards, which are given out by their class teacher just before lunch. The children are also supported to choose an appropriate meal at the point of service by a member of staff. Allergens are clearly identified on the menus for your information.

How far in advance can I book meals?

Meals can be ordered for the duration of the menu which currently runs to the end of the Autumn term. You can order meals up until 8.30am on the day of the meal.

What happens if my child is on a school trip?

If you have ordered a meal and your child is going on a school trip, your child will receive a packed lunch to take on the trip. Please place orders well in advance of the trip to ensure your child's packed lunch is ready.

What do I do if my child is ill?

Please cancel the booking through Scopay before 8.30am and you will not be charged. We will endeavour to cancel the meal if your child is not present during registration, however, this cannot be guaranteed.

Is my child entitled to free school lunches?

If your child is in Reception, Y1 or Y2 they will receive Universal Infant Free School Meals. If your child is in Nursery, Y3, Y4, Y5 or Y6 you will need to pay for their lunch before ordering unless the school receives Pupil Premium Funding for your child. If you think your child may be eligible for Pupil Premium, please contact the school office on parents@stamford-green.surrey.sch.uk.

How do I order meals if my child is entitled to free school meals?

Free school meals are ordered in the same way as paid for meals, except you do not need to add funds to place an order. You will still need to click 'confirm' when you have chosen the meals required. Please make sure that you cancel any meals that are not required, for example, if your child brings in a packed lunch, as the school is charged for all free meals ordered.