



Coxheath Primary School

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24th March 2022

Dear Parents / Carers,

Transition from Scopay to School Money

Further to recent communications, our school will be transferring our payment system from Scopay to School Money, please be advised of the following important information.

We shall be closing down Scopay on the 4th April and from Term 5 we will be using School Money instead. We therefore request that parents clear all outstanding monies with extended services by the 1st April to ensure their account balances are cleared. If you pay for extended services by childcare vouchers, please ensure proof of your payment is sent to casc@coxheath.kent.sch.uk where Mrs Knibbs will apply the monies where necessary. Scopay will only be available until the 4th April 2022 to make payments. After this date, Scopay will not recognise any emails or passwords. Failure to clear any outstanding balances may result in refusal of any extended services bookings in Term 5.

The school office will be sending information to each parent/carer next week inviting you to download the Eduspot App and create your School Money account. You may already have the app for Teachers2Parents Emails and Text messages. As from Term 5 bookings for extended services can to be made by you, the parent/carer directly on the School Money system. Bookings can be made on the system up until midnight the day before. If you wish to book by email, please do so by contacting casc@coxheath.kent.sch.uk by 4pm the day before the place is required, and not via email to the school office. If you have not booked your child into an extended services club, they might not be able to attend. **All bookings are subject to there being space available in the clubs.**

When booking from Term 5, like Scopay, you will be able to make payment with a credit/debit card for ease. Payment upon booking can be made, as the sessions will instantly show on your account. All payments must be cleared by the end of each term.

Any credits that you may have on your extended services accounts on Scopay will be transferred to School Money for your use towards any future bookings.

If you have any queries about balances please contact Mrs Knibbs on casc@coxheath.kent.sch.uk. Any other queries please contact the school office.

Kind regards,

Mrs Diane Creasey
Office Manager
