



SHARPS COPSE PRIMARY SCHOOL

Headteacher: Mr M. Elsen – BEd (Hons) - NPQH

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SCPN – Scopay Prepayments Account

24th October 2024

Dear Parents/Carers

Throughout your child(ren)'s time with us, we continue to offer trips, visits & residentials to enhance their learning and to provide experiences they may not otherwise have.

To help assist you with payment of these, I wanted to remind you of the 'Pre-Payment' facility available on your Scopay Account.

This is where you can put aside a small amount of money each week or month for use at a later date.

As and when you get notified of a visit that your child's Year Leader is organising, you can then ask the School Admin Team to transfer this money onto the specific trip.

I hope this advice will help with your budgeting; if you would like any further details regarding any aspects of Scopay, please contact the School Office, who will be happy to help you.

Best wishes

Mike Elsen
Headteacher

