

## Kings Worthy Primary School

### Pre-Ordering School Meals

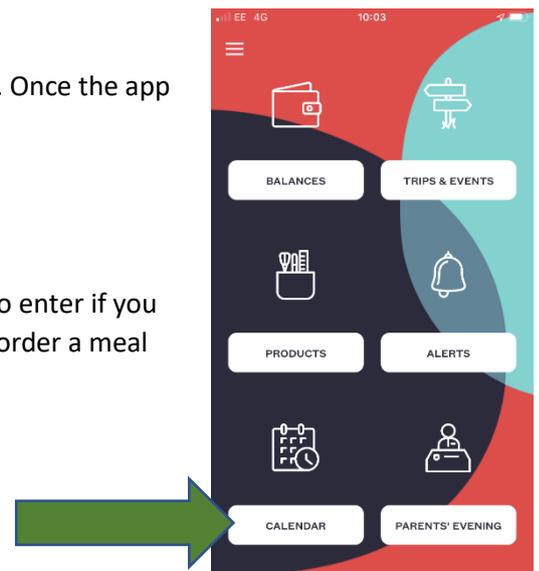
From next week, w/c 21<sup>st</sup> September, we will begin to use the SCOPay mobile app for ordering School meals.

Due to Covid-19 and in order for us to reduce contact, from w/c 28<sup>th</sup> September, children will no longer choose their meal option in class each morning. Instead, we ask that meals are pre-ordered via the SCOPay app or website. This can be done on a weekly basis or daily if preferred however, please ensure meals are booked by midnight the night before the day you wish to order for.

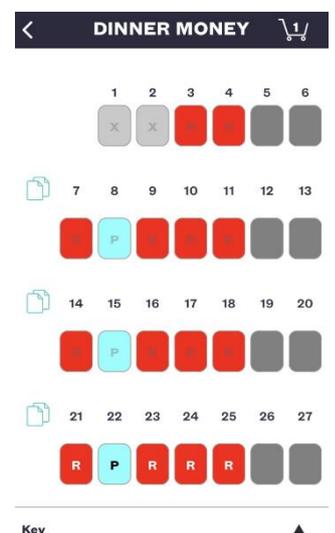
The app will not let you pre-order meals unless your child has a credit balance on their dinner money account. Please ensure there is a balance before ordering. Meals are £2.40 for those not on Free school meals. If your child is in years R-2 and entitled to UFSM (Universal free school meals) the app will allow you to order as per the instructions below as no charges apply.

**Step 1.** If you haven't already done so, download the SCOPay app. Once the app is open, click on the calendar option

**Step 2.** You will be asked which account calendar you would like to enter if you have more than one child registered. Select the child you wish to order a meal for.



**Step 3.** You will then see the 'Dinner Money' calendar as per this image.



**Step 4.** Select the date you wish to order a meal for and you will see the 'select code' screen. Choose the meal you would like to order by clicking on the chosen option. Please note, the M & V codes on this image are not the codes that you will see. Our meal codes will show 'R' & 'G' for Red and Green. Currently with our reduced menu, the hot option is always Red, regardless if it is a meat or vegetarian meal and the Green is always the cold sandwich box option. We have also added a 'P' option to choose if your child is bringing their own packed lunch from home.



**PLEASE REMEMBER** to discuss the meal choice with your child if necessary so that there are no surprises on the day!

If you need to top up your credit balance on the account, when you are on the main screen in SCOpay, as per the first image on page 1, please swipe right to open up the account options and choose 'Quick top up'.

For any other queries or if you need to set up your SCOpay account and require a link code to do so, please contact the office on [admin@kingsworthy.hants.sch.uk](mailto:admin@kingsworthy.hants.sch.uk)

If you have not yet registered, we have sent home a letter with your child/ren containing a QR and link code in order to help you get set up.