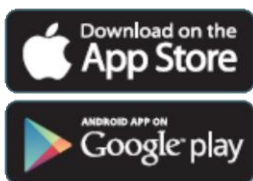




SCOPAY is our online payments system. If you're already using SCOPAY, you may be aware that they have recently rebranded meaning their website is now easier to use, and they have also released a mobile app. The new app is available to download now and allows you to:

1. Pay dinner money and Space Cadets
2. Pay for trips
3. Order uniform
4. Set alerts to notify you when you need to top-up your dinner money or Space Cadets balances
5. Book Breakfast Club spaces.



The app is free to download from Google Play or the App Store and, if you already have a SCOPAY account, you can log in with your existing details. For parents who don't yet have an account set up, but would like to use the app to book Breakfast Club spaces, please email the school to request your account set-up details (airballoonhillp@bristol-schools.uk)

1. To top-up your account, go to the **Balances** icon, click on the element you want to add money to and choose **Top-Up Balance**. The amount will be added to your basket ready for you to checkout.
2. To pay for trips, click on the **Trips** icon to see the available trip and make a payment.
3. To order uniform, choose **Products** and add the items to your basket. (Uniform is ordered at the end of every month and delivered to the school office for distribution)
4. To set alerts on your account (for example, to notify you if your account drops below a certain amount of credit), click the **Alerts** icon and then choose the 3 lines on the top right of the screen to configure your settings.



Breakfast Club

From September, in order to manage the 'bubbles' in Space Cadets, spaces will need to be booked in advance. **Spaces are available to book 1 week in advance and must be booked by 6pm on Thursdays for the following week.** We are, unfortunately, limited to 60 pupils per day in Breakfast Club across a staggered arrival time (20 per arrival time)

To book a space, click onto the **calendar** icon and choose **Breakfast Club**. From here, you will see the calendar of available dates (dates in white are available to book) with 3 options per day:

- i. 1 – Arrival between 7.30am and 7.45am
- ii. 2 – Arrival between 7.50am and 8.05am
- iii. 3 – Arrival between 8.10am and 8.25am

Choose which arrival time you want and select the corresponding date. On the next screen, you will be able to see at the top of the screen how many spaces are available to book. Select **B** to book that session and start time. For a reminder about the arrival times, click on the **Key** at the bottom of the calendar screen.

If you have more than 1 child, you will need to access each account in order to book the sessions – we apologise that this is a little time-consuming, however, at the present time, we have no alternative option available.

As we will be unable to accept cash as payment for Breakfast Club in September, you will need to ensure that you have sufficient funds in your Breakfast Club account to fund the session being booked.

If there are no spaces available for the arrival time you would like, please check the other options for that day.

We are unable to refund any sessions booked and paid for but not attended, so please only book what you are sure you definitely need.

If you have any questions about the app, please email the school – airballoonhillp@bristol-schools.uk and mark your email SCOPAY APP.

If you have any questions about Breakfast Club bookings, please email Stacey – afterschoolclub@abhps.com or call her on 07775 220 657