



## Downside Primary School

Chaul End Lane, Luton,  
Bedfordshire LU4 8EZ.

**T:** 01582 587160

**E:** dpsadmin@lbc.luton.sch.uk

**W:** downside-primary.co.uk

**Headteacher:** Miss Karen Hooker

**04 December 2018**

Dear parent/carer,

Breakfast and After School Club can now be booked online via [www.scopay.com](http://www.scopay.com)  
We will continue to issue paper booking forms, please note that sessions cannot be booked if there is an outstanding balance.

Breakfast Club registers are printed at 3pm the day before and After School Club registers are also printed at 3pm. If you need to book your child in, please do so before the cut off time.

As of Jan 2019 we will not issue a refund if your child does not attend unless we are given 24 hours' notice.

- 1) If you have not already done so, please create your online account. Registration letters can be obtained from the Main Office if you have not received one.
- 2) Once you have logged into your account you will notice that the Breakfast and After School Club section is at the top of the page.
- 3) You need to pay for your sessions first so in the 'enter top up amount' box please enter the total cost of the sessions.
- 4) Once you have typed in the cost of the sessions you wish to book, click on 'add to basket' and then click on 'view basket' in the top right hand corner of the page.
- 5) Check that you are happy with the amount you wish to pay and click on 'checkout'.
- 6) Follow the instructions to make the payment and ensure the transaction is complete, you should be directed to a 'payment details' page which is also your receipt. (You will also receive a receipt by email).



- 7) Return to 'view products' page and click on the 'order sessions' button for the After School or Breakfast Club.
- 8) Click on the date you require and select from the list which session code you would like to book.  
**PLEASE NOTE:** There are only 30 spaces available in each club, if the club is full on the date(s) you select, the system will not allow you to book.
- 9) Once you have selected the date(s) return to the main page by clicking on 'view products'.
- 10) To check your bookings, select the 'history' button on the Breakfast or After School Club section, then click on the 'view calendar' icon. You should see your booked dates.

The online booking system will automatically update our daily Breakfast and After School Club registers. You may still use the paper booking form, please be reminded that all booked sessions must be paid for in advance as per our Terms and Conditions.

This system can be used to pay for other items such as uniform, trips, lost library books, school dinner etc. I would like to encourage you to book as soon as you know you will require the Breakfast / After School Club service as places are limited.

If you have any queries or need assistance please enquire at the Main Office.

Yours sincerely,

Sobia Khan

Breakfast and After School Club Manager