



Court Lane Junior School  
Hilary Avenue,  
Portsmouth, Hampshire,  
PO6 2PP

Head of School: Mr Johan Wessels

Head Teacher of Court Lane Academies: Mrs Judith Ramshaw  
023 9237 5444 T

admin@courtlanejnr.portsmouth.sch.uk E

<http://www.cljs.co.uk> W

July 2019

Dear Parent/ Carer,

### **Court Lane Juniors is going cashless!**

#### **Changes to dinner ordering**

Some of you may already be aware that Caterlink have won the Portsmouth City Council catering contract and will be our new caterers from 1<sup>st</sup> September 2019.

This will mean a change from the current use of CYPAD for school dinner ordering and payment.

The good news is that Caterlink use SCOPAY (also known as Tucasi) which parents will already be familiar with as this is the system we currently use for trip and event payments.

If you have already set up your SCOPAY/Tucasi account, you do not need to do anything to activate your school dinner account. If your child has a balance (either money owed or money owing to them) at the end of this academic year, this will be transferred from CYPAD onto SCOPAY.

**From 1<sup>st</sup> September 2019, dinners will no longer be available to order on the day in the classroom. All dinners will have to be ordered and paid for online before Midnight the day before.** If your child forgets their lunch and there is money on their school account, a dinner will be arranged for them via the school office, but please be aware that this may not be their first choice option. If there is no money on their account, the School Office will contact you to request you provide a packed lunch or add money to your child's account so that a dinner can be purchased. Please note from 1<sup>st</sup> September 2019 meals will cost £2.10. **Please ensure you have ordered a meal online by midnight on Tuesday 3<sup>rd</sup> September if you wish your child to have a meal on their first day back at school.**

If your child is entitled to Free School Meals, dinners can be ordered online without the need for payment to be added to the account.

If your child has a special diet, the school should have already contacted you regarding completing the special menu form for Caterlink. Unfortunately, the information already provided to ISS will not be passed on Caterlink. If you have not received a special diet form, please contact the school office who will provide you with one.

#### **Cashless payments for trips, events and music lessons**

In order to reduce the amount of cash and cheques coming through the school office, **all payments for trips, dinners and music lessons must be made online from September 2019.** Payments can be made

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via debit or credit card through your SCOPAY account, which is available through the SCOPAY website and a downloadable SCOPAY app.

If you have not already registered for a SCOPAY account, you will shortly receive a letter with details on how to activate your account. If you have any problems activating your account, please do not hesitate to contact the school office in the first instance. If you have any problems over the school holidays please contact Mrs Izzy Cordery [icordery@courtlanejnr.portsmouth.sch.uk](mailto:icordery@courtlanejnr.portsmouth.sch.uk)

Help for parents on using your SCOPAY account is available on the following link: <https://scopay.atlassian.net/wiki/spaces/SCOPAY/overview>

[Please note the cashless payment system will not apply to PTA events, charity appeals or school fundraising activities.](#)

Yours sincerely

A handwritten signature in black ink, appearing to read 'J. Ramshaw'. The signature is written in a cursive style with a long horizontal stroke at the end.

Mrs J Ramshaw  
Head Teacher of Court Lane Academies

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