
Dear Parent/Carer's,

Subject: Important Information Regarding SCOPay Account Activation

Today, you should have received an email containing instructions on how to activate your child's SCOPay account. Once you have successfully activated the account, your child will be able to use the school canteen.

If you have not yet activated the account, please ensure that your child brings a **packed lunch** with them until the account has been set up and is ready to use.

For students who are eligible for **Free School Meals (FSM)**, the daily allowance will be credited to their SCOPay account at **lunchtime each day**. Therefore, if your child wishes to purchase items from the canteen at breakfast time, or make purchases in addition to their FSM allowance, you will need to add funds to their SCOPay account. The Free School Meal eligibility requirements have changed this Academic year, so if you receive universal credit of any amount it is worth checking to see if you are eligible, as many family now fall into the new criteria. Please see via the following link: [South Gloucestershire FSM Information](#)

We are pleased to let you know that **Innovate**, our new catering provider, is offering **FREE porridge to ALL students at breakfast time**. A range of other breakfast items will also be available to purchase; however, these items are chargeable and will need to be paid for using funds available on your child's SCOPay account.

To view menus, allergen information and prices, please visit:

<https://hanhamwoodsacademy.clf.uk/our-academy/catering/>

If you require any assistance with activating your SCOPay account, please contact our finance assistant via email on Kathryn.Davis@clf.uk or visit main reception.

Kind regards,

Mrs Jennie Britton

Senior Operations Manager

Hanham Woods Academy