



Wednesday 19th September 2018

Dear Parents and Carers,

Re: School Cashless Office

As we notified you in the Summer term, the school office is going to be cashless from Autumn term 2018 in order to improve school efficiency, transparency and reporting. As you are aware, technology is moving forward at a fast pace and many institutions are now moving away from accepting cash and cheques as payments for goods and services. For about six years Benthal has used the Tucasi scopay online payment system as means for parents and carers to pay for all school services, including trips and uniforms. Over this time it proved to be fast, user-friendly, secure and efficient, therefore with effect from 1st of October 2018, we will no longer accept cash or cheques in the school office and will completely move over to this online payment system. There are a range of advantages in taking this action, some of which are listed below:

1. Convenient - you can log into your account 24 hours a day to suit your lifestyle/other commitments so you are not limited by the office opening hours (8am-5pm), and you will have better control of any outstanding fees.
2. No need for parents to go to the bank/cashpoint to get cash out.
3. Parents do not have to queue at busy times to hand over cash/cheques to the office.
4. Reduced administration costs means staff time can be used more effectively to promptly process parents' requests and deal with enquiries faster.
5. Parents can be assured that dinner money is actually being spent on a school meal rather than unhealthy snacks on the way to school. Cash can't be lost on the way to school.

Your Online Account

Please find attached a registration letter which has details to enable you to register your account online if you do not have an online account yet. For those parents/carers who have previously registered an account, the details stay the same. You can reset your password if necessary and a new password/ reminder will be sent to your registered e-mail address.

For those parents who do not have access to the Internet, an alternative way of payment will be offered. A school laptop will be available in the school reception area so you will be able to log into your account and pay. Please ask office staff for assistance with logging into your account if needed. The school office staff will be happy to help with any queries at any time.

Please note that we can also accept payments directly into our bank account using your own online banking facilities. Details of the school's bank details can be obtained from the school office and can be used if you are making a payment of over £50.

Thank you for cooperation in this matter, your support in using online payments will help the school office enormously.

Kind Regards,

Anna Jassim, School Business Manager



