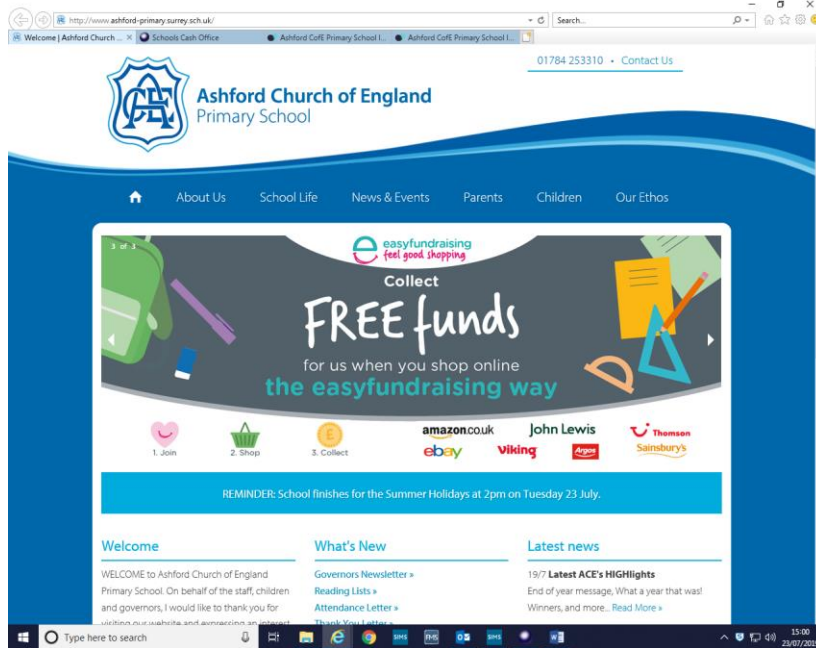




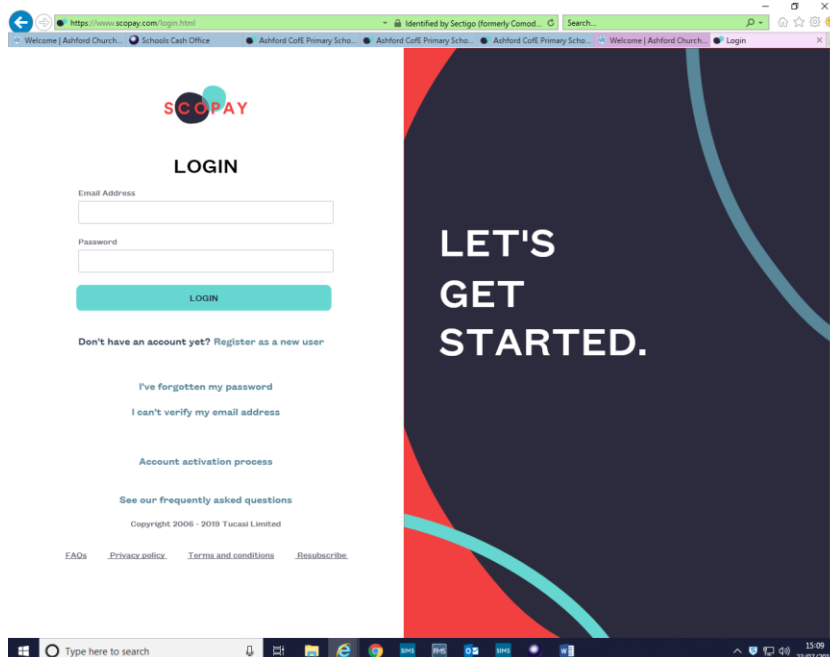
Guide to Ordering School Dinners

Please find a guide on how to order your child's dinner on-line. Orders can be placed up to one week before a dinner is required.

1. From the home page please click on tucasi link at the bottom.



2. Enter your log in details. These are the same login details you use to pay online for school trips/meals where applicable.





3. Here is the home page. To place an order click 'Order Meals'.

The screenshot shows the SCOPAY home page. At the top, there is a navigation bar with 'VIEW PRODUCTS', 'PARENTS' EVENING', and 'HELP'. Below this, there is a 'BASKET' icon with '0' items, 'ALERTS' with '0' notifications, 'YOUR INFO', and 'LOGOUT'. The main content area is divided into sections: 'Account summary', 'ACCOUNT BALANCES', and 'TRIPS AND EVENTS'. Under 'ACCOUNT BALANCES', there is a 'Dinner Money' section with a balance of £0.00 and buttons for 'VIEW HISTORY', 'ORDER MEALS', and 'MAKE PAYMENT'. Under 'TRIPS AND EVENTS', there are two entries: 'B&M - 2018/2019' with a balance of £55.00 and 'Owed: £55.00', and 'TRIP - 2019 (Rec-Y5) Wizard of Oz Production' with a balance of £2.00 and 'Owed: £2.00'. Both trip entries have 'VIEW HISTORY' and 'MAKE PAYMENT' buttons.

4. On this screen you will be able to see attachments with menus for the current term, previous lunches your child has taken, any future orders and be able to order dinners. If you are looking to order dinners in advance please bear in mind that the account will need to be in **credit** for these orders to be made (KS2 only). If an order has not been placed it will be assumed a packed lunch will be provided from home

The screenshot shows the 'DINNER MONEY' page. On the left, there is a 'Key' section with a list of meal types and their corresponding icons: Bookable, School closed, On trip, Meat, Vegetarian, Jacket Potato, Special, Sandwiches, Absent, Adult Main Meal, Adult Sweet, Adult Full Meal, and Home. The main content area is titled 'ATTACHMENTS' and lists three terms: 'Summer Term 2019 Week 1 (16 Sep 19 - 11 Oct 19)', 'Summer Term 2019 Week 2 (02 Sep 19 - 18 Oct 19)', and 'Summer Term 2019 Week 3 (09 Sep 19 - 25 Oct 19)'. Below this is a calendar for 'SEPTEMBER 2019' with columns for days of the week (MON to SUN) and rows for dates (1 to 30). The calendar shows 'X' marks indicating school closures or attachments for various dates. At the bottom, there is an 'ONLINE ORDER REPORT' section with a date range selector (Between and And) and buttons for 'VIEW' and 'DOWNLOAD'.



5. Click on the date required to order a lunch. This will open a screen where you can see the choices for that day and are able to order by clicking on your choice. This will then order the dinner and a code will be shown in the calendar.

The screenshot shows the ScoPay website interface for 'DINNER MONEY'. A modal window is open, displaying dinner options for 3 September 2019. The options are:

- M: Meat - (£2.35)**: Pork sausages with mashed potato and gravy
- V: Vegetarian - (£2.35)**: Quorn sausages with mashed potato

Below the options, it states 'Seasonal Vegetables will be served' and provides 'OK' and 'CANCEL' buttons. To the right, a calendar shows the date 3rd September selected. The interface includes a navigation menu, a key for sessions and codes, and an 'ONLINE ORDER REPORT' section at the bottom.

6. Children will no longer need to order their dinner in the morning. The school office will provide a daily report to provide a list of meal choices.
7. **Please note that if your child comes into school without a packed lunch they will be asked to wait until all the ordered school lunches have been served. If a hot lunch cannot be provided then cheese and biscuits with fruit will be given to your child at a cost.**