

JGR/jcp
25 June 2018

Dear Parent/Guardian

RE: Changes to school trip and visit payments

I am writing to inform you that from September 2018 the following changes to school trips and visits will be enforced;

- All consent forms will now be completed electronically.
- All trips will be paid for via online payment through Scopay. Any trip you have signed your child up for will be allocated to your Scopay account. You can then make all payments online and also see the remaining balance of each separate visit. Please note it is important that you select to pay the correct trip and not Cucina. Trips will be allocated to your child's Scopay account once you have completed an electronic consent form and the deadline for consent forms has passed.
- We no longer accept American Express as a form of payment.

Please note that this change is only for new school trips, if your child is already signed up to a trip due to take place in the 2018/19 academic year, then please continue to pay for this as originally outlined in the initial trip letter.

If you have any queries or concerns regarding trip and visit payments please do not hesitate to contact me on jenny.gray@mascallsacademy.org.uk.

Yours faithfully

J.Gray

Jenny Gray
Assistant Principal
Educational Visits Coordinator