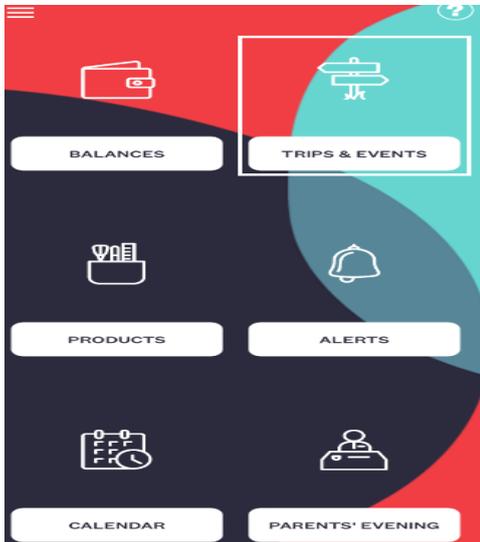
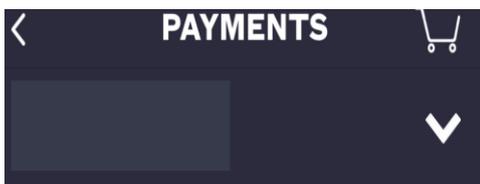




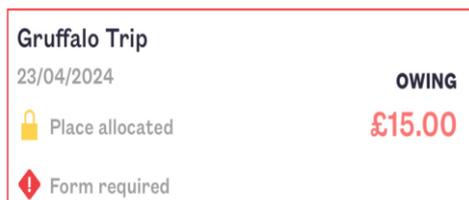
**Navigating the Trips & Events function within Scopay.**



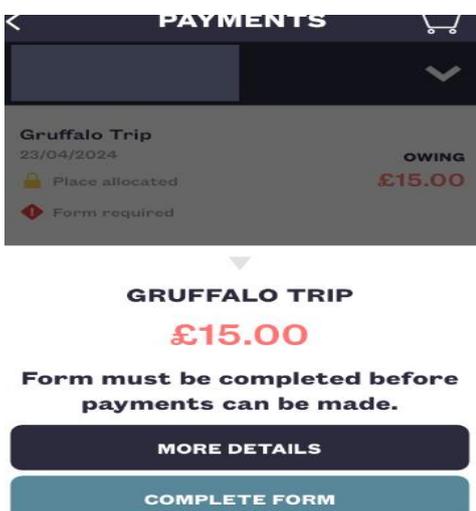
1. Open your Scopay app from your electronic device. Tap onto the Trips & Events category.

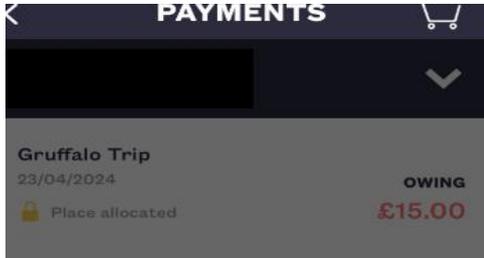


2. Once you have tapped into the Trips & Events category the trip for your child will appear. The form must be completed before any payment is made.

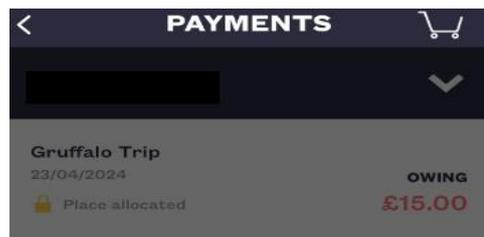
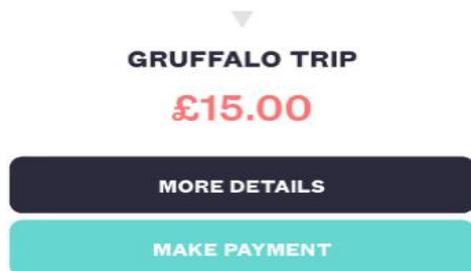


3. The form must be completed before any payment is made.

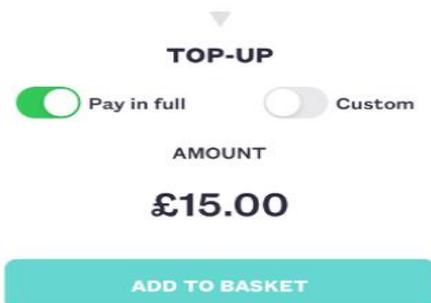


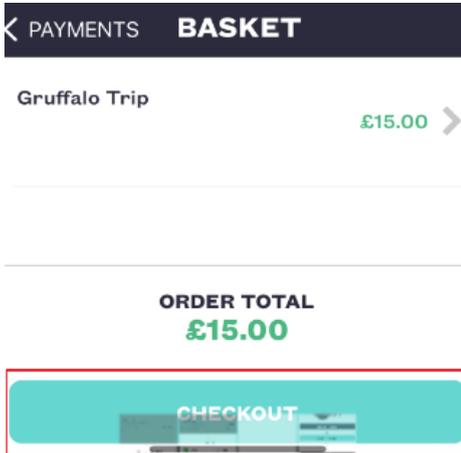


4. Once the form has been completed tap onto "Make Payment".

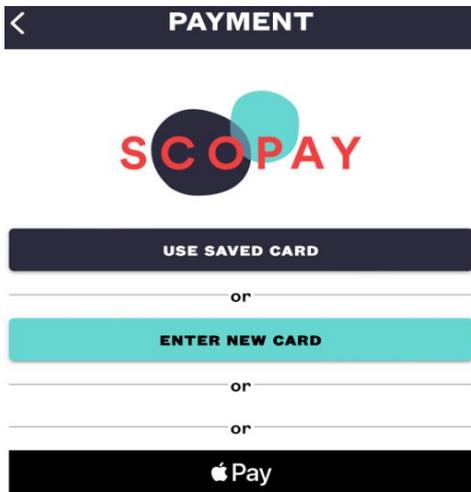


5. If you are able, please pay the trip in full. Trips over £50 are offered a payment plan.





6. Once you have confirmed the amount to pay, tap onto "Checkout".



7. Payments are to be made via credit/debit card or via Apple/Andriod Pay. Once the payment is confirmed a confirmation email will be sent to the parent's email address.

This will show immediately as paid on the school's Scopay system.

If you require any assistance with accessing your Scopay account please email Miss Brooks for a replacement activation letter. If you require 2 letters please make Miss Brooks aware.