



## **ScoPay – Online Payment System**

ScoPay is the online payment system used at Gillotts to make payments for school trips, purchase school resources and add money to your child's canteen account. On joining the school, you will be provided with a letter detailing how to set up your account along with an individual link code which will be unique to your child. Please contact the school office via [office@gillotts.org.uk](mailto:office@gillotts.org.uk) if you have not been supplied with a link code.

Once you have registered, the account will be available to use immediately. You can access the account either via the ScoPay website or by downloading the ScoPay App.

## **Help Guides**

If you need assistance with the account once it has been set up, you will be able to access the many help guides on the ScoPay website [here](#). If you still require assistance, please contact the school office via [office@gillotts.org.uk](mailto:office@gillotts.org.uk)

## **Biometric Identification in the Canteen**

The easiest and quickest way for students to identify themselves in the canteen and access their pre-paid balance is by using biometric readers. Similar to the touch ID which some phones use, these are small readers which take an image of part of the child's finger and use that to identify the child. The system does not take or store a copy of the fingerprint, nor can a copy of the fingerprint be extracted from the system.

If, however, you would prefer your child doesn't use this system or they have not yet been scanned, they can simply tell the staff member on the till their name. The staff member will look them up, and as long as there are funds available, serve your child.

The new data protection law, the GDPR, requires the school to obtain parental consent for children to use this biometric system. If you have not yet given the school permission but would like your child to use it, please contact the school office via [office@gillotts.org.uk](mailto:office@gillotts.org.uk)