



Owslebury Primary School

Headteacher Mr Jon Flynn

Beech Grove, Owslebury, Hampshire, SO21 1LS

Telephone: 01962 777452

Facsimile: 01962 777609

Email: adminoffice@owslebury.hants.sch.uk

Website: www.owslebury.hants.sch.uk

Dear Parents,

Tucasi SCOPAY

In order to process payments and keep records of financial accounts we use Tucasi SCOPAY for parents to make online payments for morning club, school trips and meals for eligible children in Key Stage 2.

Every child in school is entered onto Tucasi so they can register what their lunch choice is daily in their classroom and this is collected to send to HC3S caterers for school meal accounts. When school trips or visitors are booked, payments are recorded on SCOPAY. As parents, you can access your online account and see how much credit you have or how much money is owed for trips or meals. All children in KS1 are entitled to a Universal Free School Meal. After your child enters Year 3, only those children eligible will be offered a free school meal, otherwise meals are charged daily as chosen.

You will be sent a letter via email (from owsleburyprsch@scopay.com) explaining how to create a SCOPAY account and we do ask that all parents create one in order to receive communications regarding school trips and payments. If your child has a head bump or uses an inhaler in school, communications will be sent out from school from the SCOPAY account to your email.

If you have any questions there is a parents' information page at www.tucasi.com and the Tucasi privacy notice can be found therein. Parents who would prefer to pay cash are able to do so, but we encourage all parents to use the SCOPAY portal.

ARBOR

When your child is enrolled into Owslebury Primary School, a profile is created on our school MIS (Management Information System) called ARBOR. This profile contains attendance and attainment records and information such as addresses, emergency contact details, unique pupil number, medical information and any SEN details. Attendance, assessment, SEN details, medical information and emergency contact details are shared with your child's class teacher and Arbor is used to take registers daily.

You will be invited to join a Parent Portal for ARBOR (via email from ARBOR). The Parent Portal is used to book parents' evenings appointments and SEN meetings for parents who would like them. If any **free** school clubs or trips are created, you can book your child into the club or onto the trip and give your permission through the parent portal.

COMMUNICATIONS

The majority of our correspondence, including the weekly Friday newsletter, is sent paperless via Primarysite (our website). Please look out for emails from notifications@primarysite.net. These can often go into spam so please check and make sure you do not block the sender.

AFTER SCHOOL CLUB

Our after school provision provider is a company called Active8Minds.

www.Active8minds-winchester.co.uk

They provide an after school club for all children in school and places are bookable via their website. The afterschool club runs from 3:20-5:30 and you can book for as much time as needed. Please see the Active8Minds website for costs of sessions. Childcare vouchers are also accepted.

MORNING CLUB

Our school run club runs from 8.15am each day until school starts. The cost is £2 per child per session. Please book a place in advance via SCOPAY.

Please contact the school office if you have any questions.

Kind regards

The Office Team