



6th December 2024

Dear Parents and Carers,

As we reach the end of the year, we would like to make you aware of some up-coming changes to the way we will be asking you to pay for items, such as trips and lunches.

On Tuesday 17th December, we will switch to using more functions within MyChildAtSchool. This allows you to update information, and use the payment system, all in one place. We know some of you will already be familiar with making payments via MCAS if you have children at other Futura schools. We are pleased to reassure parents that all funds currently held on SCOPay will transfer over to your child's MCAS.

The last date for payment via SCOPay will be Friday 13th December*. Following this, there will be a short period, where we transfer systems across, with the new function in MyChildAtSchool being available for payments from Wednesday 18th December, so please ensure your child's account has sufficient cashless catering funds to cover lunch during the transition period.

*If your child is signed up a residential trip with instalments remaining, we have contacted you separately to confirm plans for these payments.

The MyChildAtSchoolGuide with instructions on how to access your account, is available via our website: <https://www.wellswayschool.com/assets/uploads/files/Docs/Parents-Guides/MCAS-Parent-App-new-UI-June-2024-Quick-Guide-2.pdf> To make cashless catering top ups via MCAS please scroll down to '**How to View and Add Dinner Money**' on page 8 of the guide.

The guide includes details on making other payments but to support parents, as new trip opportunities arise and payments are requested, we will provide information at that time to ensure you are clear on how to do this via MCAS.

Please submit any questions you have regarding this information here:

<https://forms.office.com/e/hNNADyRFEh>

Best wishes,

Rob Pearsall

Headteacher