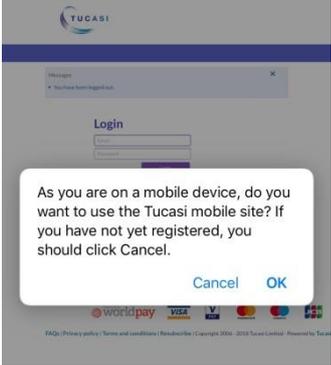
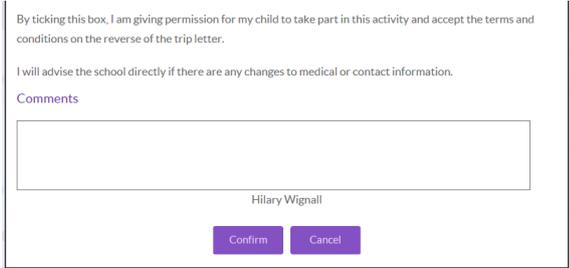
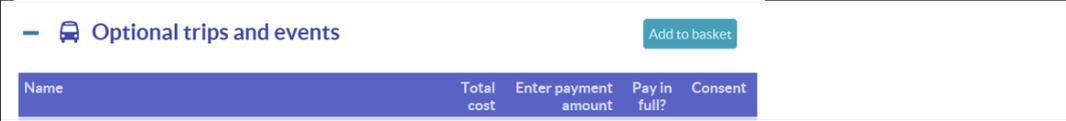
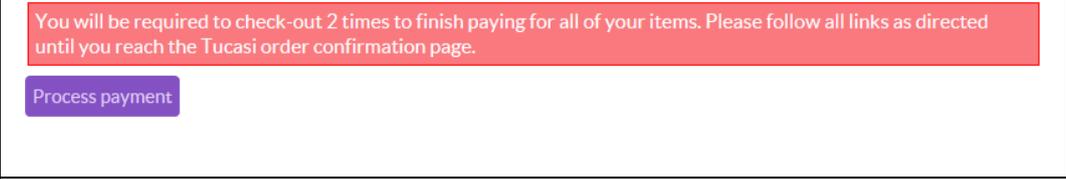


Trips on Scopay

Consent for trips is made online within Scopay

A trip letter will be issued that will give you and your son/ daughter details of the trip. If you would like him/her to attend please follow this procedure:

<p>Log in to Scopay</p> <p>DO NOT use the 'mobile' site</p>	<p>available through the school website www.klbschool.org.uk under Parents > Secure Payments</p> <p>If prompted with the following message please select CANCEL and log in using the 'normal' site. The 'mobile' site does not offer full functionality and you will miss some of the information regarding the trip. You can still access Scopay on a mobile device but by using the 'normal' website you will not miss any of the information. We are advised by Tucasi (the company that operates Scopay) that they are hoping to launch an app in 2019 that will rectify the issues with the 'mobile' website.</p> 
<p>Locate the trip</p>	<p>It will be listed under 'Trips' or 'Eligible Trips'</p>
<p>Click the Consent box</p>	<p>If consent is required then it will show beneath the amount box in red lettering The 'consent' box is to the right of the amount.</p> 
<p>Type in required information</p>	<p>The 'consent screen' will sometimes include information specific to the trip that requires a response. Please read this screen and enter your response in the text box if necessary</p> 
<p>Click 'Confirm'</p>	<p>You will be returned to the trips list screen</p>
<p>Enter amount</p>	<p>Type in the amount to pay or click pay in full You will not be able to add the payment to your basket until you have given your consent.</p>

Click "add to basket"	
Click "View basket"	
Click "checkout"	Or select continue shopping if you have not finished entering items
Pay	<p>Enter your payment card details</p> <p>PLEASE note if you have added a canteen top up and trip/resource payments to the same basket when it comes to payment Worldpay will automatically split the transaction in to two payments (this is because they operate on two separate bank accounts). You will need to enter your payment card details twice. Failure to do so will mean that only the canteen payment is processed.</p> <p>There is a warning to the effect on the 'Checkout: Enter payment and confirmation screen'</p> 
Check your emails	Once you have completed the checkout process you will receive two emails per transaction . One from Worldpay and one from Scopay. These emails will confirm the amounts that have been processed.

General pre-payment accounts

You will not be able to move funds in your general pre-payment account to pay for items yourself. To use these funds please contact the Finance Office at klbfinance@klbschool.org.uk and they will move it for you. You will still need to give consent online for the trip and it is helpful if you do this before you contact Finance to move the money.

Q: Where does money in my general pre-payment account come from?

You can add money yourself if you wish but most likely the funds will have been added by school. Any funds remaining at the end of a trip are refunded to the participants. When the refund is greater than £50 a cheque is sent home, but smaller refunds will be credited to your son/daughters general pre-payment account. Other refunds may also be made in this way. When a student leaves school, if they have sibling(s) at school the funds will be transferred to the (youngest) sibling. Where there are no siblings refunds exceeding £5 will be made by cheque, refunds of less than £5 can be collected in cash from the finance office.

You can request a refund of the balance of a general-pre payment account at any time by emailing the Finance Office and a cheque will be sent to you.

Q: Will I still have to fill in paper consent forms?

Not for day trips but for residential trips we will need a full parental and medical consent form completed nearer the time of the trip which will form part of the documentation carried by the teacher leading the trip.