



BREAKFAST CLUB BOOKING PROCESS

Register your child using the online form on our website, this can be found under:

Parents Tab

Breakfast Club Registration Form

Complete and return the form to Sonya Fullick in the school office

<https://four-marks-church-of-england-primary-school.secure-primariesite.net/breakfast-club-registration-form/>

Sign into your SCOPAY and add funds to your **extended day** account. ***You will not be able to book a session if you add funds into the wrong account within SCOPAY.***

All bookings made before 2.30pm for the following morning, will be charged at £6.50. Any bookings made after this will incur a late booking fee of £2, taking the charge to £8.50 to cover additional administration time/costs.

Cancellation requests must be submitted to Sonya Fullick at least 48 hours in advance of the booking, as staff will have already been allocated and food ordered. Contact details are: 01962 772200 or s.fullick@fourmarks.hants.sch.uk.

An introduction to the Breakfast Club and a sample menu is attached. Also included are some photographs of the Club.

**ALL CHILDREN MUST BE BOOKED INTO THE CLUB IN ADVANCE.
CHILDREN WILL NOT BE ACCEPTED WITHOUT A COMPLETED REGISTRATION
FORM.**



BREAKFAST CLUB BOOKING PROCESS



GUIDE FOR PARENTS BOOKING SESSIONS ON SCOPAY

This Guide provides help with the following

- View the Club calendar
- Book sessions
- Change booked sessions

Other Guides for Parents

All parents:

How to **Manage your SCOPAY Account**

How to **Make Payments on SCOPAY**

How to **Set up Alerts** (for low balances, new trips and products, Parents' Evening Meetings)

Parents should check with their school to see which of the following options are available to you:

How to **Order Dinners Online**

How to **Book a Parents' Evening Meeting**

How to **Save Card Details / Recurring Payments**

You might see slight variations to the SCOPAY layout depending on the type and size of screen display you are using.





BREAKFAST CLUB BOOKING PROCESS

HOW DO I VIEW THE CLUB CALENDAR?

Step 1

Go to the
www.scopay.com website
and login with your email
address and password



LOGIN

Email Address

|

Password

LOGIN

MARC ACKROYD ▾

SCOPAY School

French For Beginners - SCOPAY School

Marc Ackroyd - SCOPAY School

Mary Ackroyd - SCOPAY School

Step 2

Select the child
you wish to view

Step 3

Next to the Club select
ORDER SESSIONS
or **VIEW CALENDAR**

Breakfast Club ⓘ

-£8.00

VIEW HISTORY

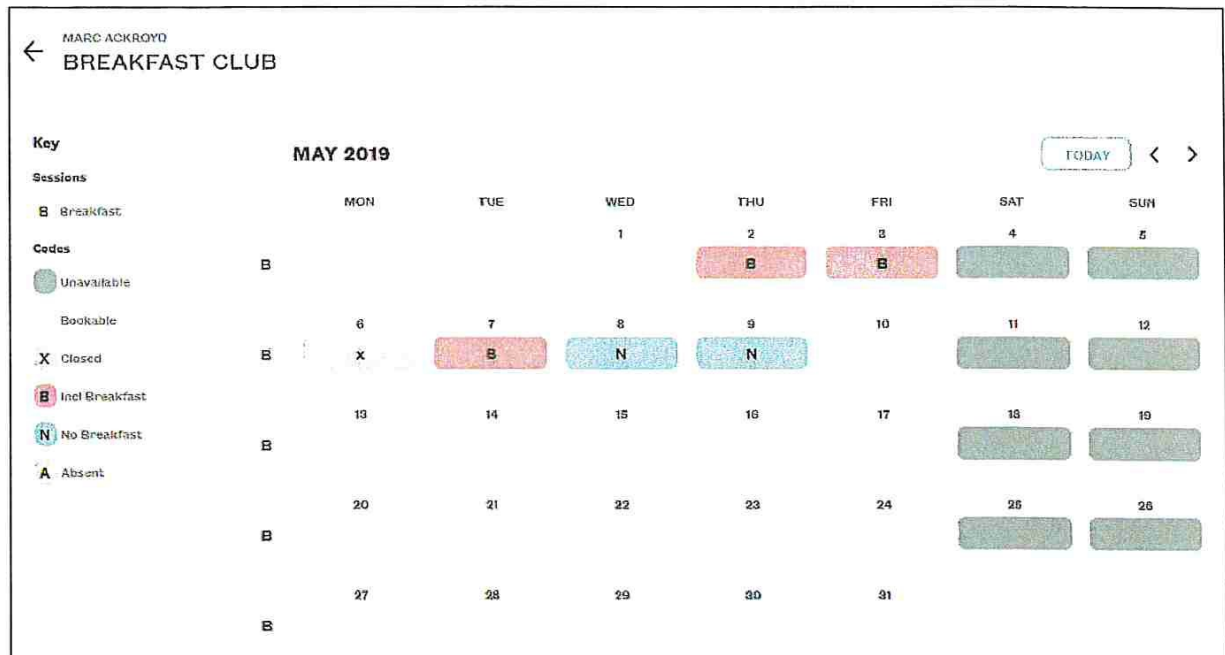
ORDER SESSIONS

MAKE PAYMENT



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The calendar will be displayed showing sessions ordered.
Note the Key on the left hand side.



HOW DO I BOOK SESSIONS?

Note that depending on the options selected by your school, you may need to make a payment for clubs before you can book them online

The system will prompt you to top up

Select the day you wish to book the club

The options available to you will be displayed

Tap the required option

Tap OK

Breakfast Club

Breakfast

21 May 2019

B: Incl Breakfast - (£4.00)

N: No Breakfast - (£2.00)

OK

CANCEL



BREAKFAST CLUB BOOKING PROCESS

HOW DO I CHANGE A SESSION?

Refer to the steps above to [View the Calendar](#).

Step 1

Tap on the session
for the day
you wish to change

MAY 2019	
MON	TUE
6 X	7 B
13	14
20	21 B

Breakfast Club

Breakfast

21 May 2019

B: Incl Breakfast - (£4.00)

N: No Breakfast - (£2.00)

OK

CANCEL

Step 2

Select your new
session choice
Tap OK

❗ If you need help with SCOPAY or for further enquiries,
please contact the School Office at your child's school.



BREAKFAST CLUB BOOKING PROCESS

Welcome to Four Marks Primary School Breakfast Club!

We have been running in our present format since 2017 and strive to provide a safe, cosy, warm, relaxed and welcoming environment for your children so you can carry on your day, safe in the knowledge that your child(ren) will start their day in a positive way.

We have been environmentally friendly since 2017, reducing single use and plastic items as much as possible. The children eat off china plates, use vintage china cups and silverware.

As well as the usual breakfast foods we have weekly special Tuesdays where we serve crumpets, bagels or muffins and at the end of each term we have a themed week where we decorate and immerse ourselves in fun and festivities (yes, we have 6 Christmas trees!)

This summer we are hoping that easing of lockdown restrictions will allow us to hold a Hawaiian beach themed week, where the children will enjoy mocktails, exotic fruit platters, frozen yoghurt lollies and fresh fruit smoothies, as well as the usual breakfast foods, while sitting in deck chairs under palm trees.

A big thank you goes out to all of you who have supported us over the last four years and we hope to welcome more new faces over the coming months into our little home from home.

Lisa Jones
Sarah Dulam



BREAKFAST CLUB SAMPLE MENU



A selection of cereals

Toast □ Jam, Marmite



Choice of juice



Fresh fruit



Tuesday special rotation □
crumpets, bagels □ muffins



A special or themed morning once per term



WELCOME TO OUR BREAKFAST CLUB...

