



# St Peter's Catholic High School

*A Specialist Visual Arts College*



21<sup>st</sup> September 2017

Dear Parent/ Carer,

We are changing the way we receive cash and cheques for trips, music fees and any other general monies being paid into school.

From Monday 2<sup>nd</sup> October 2017 the School's Cash Office (where we collect monies from pupils) will be open on **Mondays and Wednesdays only** between 8.30am and 9.00am and between 10.55am and 11.10am.

The Cash Office will be closed at all other times and payments will not be accepted on any other days. This does not affect pupils bringing cash into school and using the pay loaders to top up their food accounts.

We will always provide a facility to accept cash and cheque payments, however we want to highlight to you the risks of sending children into school with cash and cheques as these can often be mislaid or even stolen. Collecting payments by hand can also be very time consuming at school, especially when we are arranging multiple trips.

We want to encourage as many parents as possible to use our online payments facility **TUCASI**.

**TUCASI** makes it easy for parents to top up their child's food account online, as well as pay for trips, music tuition fees and make payments to the school. Parents can top up their child's account using a credit or debit card at home at any time of the day/ evening (accounts are updated every 15 minutes). The facility allows parents to oversee what their child is eating as well as having many other benefits which are listed below:

- It's quick and easy to use.
- Payments can be made at any time (even when the school is closed) and balances viewed 24/7.
- You will have access to your own private account history at any time.
- No more searching for cash.
- You no longer need to send money into school with your child.
- The money you upload onto your child's dinner account is solely used for meals at the school.
- All major credit/debit cards are accepted.

Howards Lane, Orrell, Wigan WN5 8NU

Tel: 01942 747693 Fax: 01942 747 694

Email: [enquiries@admin.saintpetershigh.wigan.sch.uk](mailto:enquiries@admin.saintpetershigh.wigan.sch.uk)

Web: [www.saintpetershigh.wigan.sch.uk](http://www.saintpetershigh.wigan.sch.uk)

Headteacher: Mr A. McGlown M.A. (Oxon) N.P.Q.H

For those parents who have not yet registered their child's online account, we have included instructions with this letter on how to register and open your first account.

If no instructions are included with this letter then you will have already registered your account at some point. If you have misplaced your original login in details then you will need to contact us on the number provided below and we will generate new login details for you.

**TUCASI** is our online payment partner. They will administer your payments on our behalf and then pay these directly into your child's school account. More information on how to use our online payments facility can be found by using this web-link:  
[www.scopay.com/school](http://www.scopay.com/school)

If you need any further assistance setting up your online payment account please contact the School Finance Office on 01942 747693 ext. 309.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'M Roberts', enclosed within a large, loopy oval shape.

M Roberts (Mr)  
Business Manager







