



School Site: Chanctonbury Road, Burgess Hill, West Sussex, RH15 9EY
College Site: Birchwood Grove Road, Burgess Hill, West, RH15 0DP
Tel: 01444 244133 **Email:** office@woodlandsmeed.co.uk **Headteacher:**
Mr Adam Rowland

Dear Parent/Carer

Your Unique Access Code: TO BE CONFIRMED INDIVIDUALLY TO PUPILS

We are delighted to welcome you to the Tucasi Online Payment system at our school. The system will allow you to order meals, view balances and pay for the following items online without the need to send cash or cheques into school.

- School meals
- Trips and events
- Breakfast Club
- Make a donation to Friends of Woodlands Meed (PTA)
- View receipts

You can use the same online account to link any children you have at this school and to link children at other schools using the Tucasi secure scopay.com system. If you have received more than one account access letter because you have multiple children at this school, create your online account as below for the first child and then link the second child using the instructions in the 'I already have a scopay.com account' section.

I don't yet have a scopay.com account:

Visit www.scopay.com/woodlandsmeed and Register as a New User. Follow the instructions on the screen to enter your details and add the unique online link code provided by the school. If you need assistance creating your account, there are help guides on the login page.

I already have a scopay.com account for another child:

Log on to your existing account using your username (email address) and password. Select Your Info then Link Accounts. Enter the unique online Link Code above to add your child's account. Their name will then appear in the dropdown on the right hand side of the screen.

Note: You only need your online link code when registering. It is no longer needed once your account has been activated. If you require a second link code (for another parent, relative or carer to create an account), please request this from school.

We hope you find this method of payment easy and convenient. Please contact the school if you require any further assistance.

Yours sincerely

Woodlands Meed