



Hollybrook Junior School

Seagarth Lane, Southampton, SO16 6RL
Telephone: 023 8077 2781 Fax: 023 8052 8820
Email: info@hollybrook-jun.southampton.sch.uk
www.hollybrook-jun.southampton.sch.uk

Headteacher : Mr G Brown, BEd (Hons.), NPQH

Dear Parent/Carer

Internet Payments Information

We are delighted to introduce to you to the Hollybrook Junior School Internet Payments system. This will allow you to make payments to our school for many items such as school dinners, trips, music tuition fees and school uniform items using the Internet. Whilst we will continue to collect money in school, we see this as an opportunity to give parents more flexibility and choice in the payments they make to us.

Before you can start to make payments online you need to create an online payment account. To do this you need to use the Pupil Link Code detailed on the recent letter provided by the school office. This unique code is issued to each parent and will ensure that you only see your own child's information online. If you have mislaid the letter containing this code, or have any problems inputting your code, please speak to Mrs Julie Prince in the school office.

Brief instructions are provided below. If you need more detailed help please refer to the school's [Internet Payment User Instructions](#).

To create Your Online Payment Account:

1. Follow the link to <http://www.scopay.com/hollybrook>
2. Click on Create New Account.
3. Enter your Email address and a Password.
4. Confirm the Password.
5. Enter the Pupil Link Code provided above.
6. Enter the rest of the billing details to match your credit or debit card and click on Confirm.
7. Log on to your email account and click on the link to activate the account (if the email doesn't appear in your Inbox, you should check your Junk Email folder).





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Link New Pupils/Siblings to an existing account:

If, on first login, any sibling accounts cannot be displayed, you will need to link the sibling accounts, as follows:

1. At the top of the screen, click on Your account.
2. Click on Link accounts.
3. Enter the Pupil link code for the sibling provided by school.
4. Click on Link accounts.
5. You will now be able to make payments for any linked pupil accounts.

General information:

When logging into the system all parents will be able to pay for school dinners and purchase school uniform shop items. For trips and music tuition fees you will only be able to see the payment options relevant to your child. For example, the Stubbington 2011 trip will only be seen by the parents of pupils attending that particular residential trip. When you log in you will only be able to see data relating to your own child.

To begin with we will only be giving you the opportunity to pay for residential trips online. Once we have trialled this, we hope to make day trips and after school clubs available.

Please note that when you are ordering uniform items they will be delivered via your child's class. Given the limited amount of stock we can hold in school some items may not be available straight away. If the item you have ordered is not in stock it will be ordered for you by the school office.

As previously mentioned, if you need help using the Internet Payments system there is a User Guide located on this web site.

Alternatively, if you require any further assistance you can speak to Mrs Julie Prince in the school office, or email the school using the address: info@hollybrook-jun.southampton.sch.uk.

Yours sincerely

Mr G Brown
Headteacher

