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**Headteacher:** *Darren Ayling, BA, MA, MBA*



12 September, 2016

Dear Parents & Carers,

Our students use their swipe cards to pay for their lunch. The children were given a letter on the induction days in July with the information required to sign up for online payments. You may have already signed up with [www.scopay.com](http://www.scopay.com), but if you require further information or help, please get in touch with the Finance team, [finance@kings.peterborough.sch.uk](mailto:finance@kings.peterborough.sch.uk).

Please note that, in most cases, Scopay will not give a current swipe card balance as it is not linked to the canteen tills. It will give a cumulative total of top-ups.

To view the current balance and details of purchases made, you will need to register for an account with [www.upaychilli.com](http://www.upaychilli.com).

- On the home page – Register My Upaychilli Account
- Affiliate ID KINGSSCHOOL
- Select the User ID box and input your child's swipe card number. Please note, if the original card has been lost, remove the last 2 digits from the card they have.
- Confirm the child's ID
- Read and accept the terms and conditions
- Provide your email address
- You will receive an account activation email. Please respond to this.

If you have any difficulty in activating your account or navigating 'Upaychilli', please email the finance team on the above email address.

We apologise for any inconvenience.

Yours faithfully,

Mrs R Shortland  
Finance Department

*A Publicly Funded Independent Academy*

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