



## GLENWOOD SCHOOL

Washington Road, Emsworth, Hampshire. PO10 7NN

Tel: 01243 373120

Headteacher: Mrs J Payne BSc (Hons), NPQH

E-mail [adminoffice@glenwood.hants.sch.uk](mailto:adminoffice@glenwood.hants.sch.uk)

6<sup>th</sup> October 2022

Dear Parents/Carers

We are delighted to inform you that from Monday 31<sup>st</sup> October we will be using SCOPAY at Glenwood School.

Initially this system will enable you to pay online for dinners, uniform and trips/events and at a future date (to be advised) will enable us to send letters and other communications electronically ensuring that messages are received securely, reliably and promptly.

Further details with instructions regarding how to create an account will be sent to you before half-term and will be sent via e-mail. We will use the latest e-mail address provided; if you have updated your e-mail address recently, please advise the administration office so that we can amend your records. If you do not have an e-mail account please can you also notify the office.

Yours faithfully

Mrs J Payne  
Headteacher



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ITT Partner School

