

8 July 2021

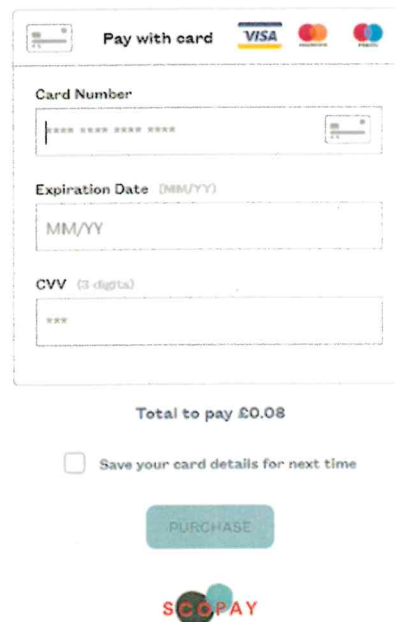
Dear Parents and Carers,

### Online Payment System Change

Over the next week or so, St Michael's Catholic Academy will be switching the SCOPAY Payment Gateway from WorldPay to VMS.

Your log in details and passwords will remain the same as before. If you currently use the online payment system for lunches, trips etc. the process will be the same, however, when you proceed to the check out, you will see a new screen similar to the one below.

If you have previously saved card details, you may need to re-enter them in the new Payment screen.



The screenshot shows a payment gateway interface. At the top, it says "Pay with card" and displays logos for VISA, Mastercard, and American Express. Below this are three input fields: "Card Number" (with a masked number "XXXX XXXX XXXX XXXX"), "Expiration Date (MM/YY)" (with "MM/YY" entered), and "CVV (3 digits)" (with "XXX" entered). Below the fields, it states "Total to pay £0.08". There is a checkbox labeled "Save your card details for next time" which is currently unchecked. A green "PURCHASE" button is located below the checkbox. At the bottom of the form, the "SCOPAY" logo is visible.

Please contact the school office if you have any queries or concerns.

Yours sincerely,



**Helen Keough**  
Headteacher