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MEDEN
SCHOOL

September 29, 2023

Dear Parent/Carer

It has been wonderful, as a school, to be able to offer our students more opportunities to take part in trips and other extra-curricular activities this year. These are an important part of a child's education, as they offer them the chance to gain real-world experience, that cannot be taught in a classroom, opening their minds and strengthening their knowledge of the world around them.

As more trips are offered, we have decided to review the way we process trips and payments and as a result we have decided to progress towards a cashless system. Receiving large amounts of cash into school, which can be easily lost by students on the way to school was another factor we considered when arriving at this decision. Therefore, future payments for trips/revision books and similar items will be paid, online, using the SQUID system. Many of you already use SQUID to carry out transactions with school, so we felt this wouldn't be a major change for our families.

The migration to a cashless system ensures that students are not carrying large amounts of money in school and there is also a clear record of all transactions.

Attached to this letter are some simple instructions to assist you in setting up your account if you haven't already had the opportunity to do this. Should you require a SQUID letter, please contact us and we will be happy to provide one.

As always, we are here and happy to help you. Please just contact us and we will do our very best to support where we can. The easiest and most efficient way to do this is to email office@medenschool.co.uk with your child's details

Kind regards

Mr J Smith
Headteacher

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Here is a brief guide to setting up your account on SQUID
For any payment that is not for lunch money – please remember to select Offers and trips and select the item you want to pay for.
Squid have a great help section on their website and some really useful videos to help with any queries you may have.
Go to https://www.squidcard.com/support/help

sQuid and Cashless Catering Instructions for use
sQuid is the website you can access to put cash onto your child's catering account and to pay for trips, performances and other items available to your child. You may already have a sQuid account, or you may be completely new to sQuid. The instructions given throughout the rest of this document should be sufficient to help you whichever applies to you.

Instructions for use
Follow these steps:
1. Log in to the account you want to use as your main account (this will become the only account you use in future).
2. Select the users tab on the home page.
3. Click Add User
4. Enter the sQuid registration number and CVV (activation codes) provided in your activation letter.
5. Select Add to confirm.

On your homepage you should now see an additional tab for the child you have added to the account. Repeat this process for any other children you wish to add to your account.

If you do not already have a sQuid account:

How do I activate my account?
To activate your account, have the account activation letter from your school to hand. If you have lost this or not yet received it, contact the school.
To set up your account, you will need to provide a current email address. This will be your username and will also be used for verification purposes.
1. Navigate to portal.squidcard.com
2. Click on create a customer account
3. Follow the registration steps
4. Once complete you will need to go to your emails and open the activation email from sQuid.
5. After activating, return to portal.squidcard.com
6. Enter the username and password you have created
7. Fill in the personal details, click save
8. Enter the 16 digit sQuid number, the CVV and a username.

How do I Top up dinner money?
1. Log into your **sQuid** account
2. Select the tab of the child you wish to make the payment for
3. Scroll down to **catering purse**
4. Select amount under **top up** and add to basket
5. Click on view **basket** at the top of the screen.
6. Select **checkout** and follow the instructions**.**

How do I pay for trips or other offers?
1. Log into your **sQuid** account
2. Select the tab of the child you wish to make the payment for
3. Select **offers** at the top of the page
4. Select **new offers**
5. Choose the **offer** or **trip** you would like to purchase and add to basket
6. Select view **basket** at the top of the screen
7. Adjust **quantity** as required

Select checkout and follow the instructions