



8 September 2017

Sandhurst School
Owlsmoor Road
Owlsmoor
Sandhurst
Berks, GU47 0SD

Dear Parent/Carer

Confidential Internet Payment Access Information

We are delighted to welcome you to the Sandhurst School online payment system. This system allows you to make payments to our school using the Internet, alleviating the need to send cash and cheques to school via the students. The individual visit letter will advise you whether it is available to be paid for online. You will also be able to top-up your child's dinner money account via the 'Cucina' button.

This letter gives instructions on how to create an account to use for online payments. You can use this same account for any children you may have at this school, and for children at other schools where the same online payment system is used.

If this is the first child you have in the school, simply create the online account by following steps 1 to 8 below. If you already have an account and want to set up an account for a younger sibling, follow steps 9 to 15 below. The school will need to provide a separate Online Link Code for each child.

Online Link Code (please contact Finance if you have misplaced this):

1. Open a web browser (e.g. Internet Explorer or Google Chrome) and go to www.scopay.com/sandhurst.
2. Click on Register as a New User.
3. Enter your Email address and a Password of your choice.
4. Confirm the Password.
5. Enter the Online Link Code for the student provided above (you must type the code exactly as it appears above).
6. Enter the rest of the billing details to match your credit or debit card and click on Confirm.
7. An email will then be sent to your email address asking you to click (or copy and paste) a link to verify your email address and activate your account. You will not be able to purchase any products until you have completed this procedure.
8. 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).

The following instructions should be followed if you have an older child in the school with an account already set up:

9. Go to www.scopay.com/sandhurst.
10. Log in using your email address and password created for the first child.
11. At the top of the screen, click on Your Info.
12. Click on Link accounts.
13. Enter the Pupil link code for the sibling provided by school.
14. Click on Link accounts.
15. You will now be able to make payments for any pupils linked to this account.

If you need help using the Internet Payments system there is a User Guide on our school website at the following address: www.sandhurstschool.org.uk

Please contact the school if you require any further assistance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J R Malyon'. The signature is written in a cursive style with a long, sweeping underline that extends to the left and then curves back under the 'n'.

J R Malyon
School Business Manager