

14 July 2010

Dear Parents & Carers

You should be aware that the Academy uses ParentPay as an option for making payments.

I am writing to advise you that this will now be the preferred method of payment for all items including school lunches, Academy trips and uniform. **From 1<sup>st</sup> September 2010 the Academy will not be accepting cash and cheques unless in emergencies.** Payments received via Parentpay will be added to your child's account immediately whereas payments received by any other method will only be dealt with once a week, on a Monday.

ParentPay offers you the freedom to make payments whenever and wherever you like, 24-7, safe in the knowledge that the technology used is the highest internet security available. You have a secure online account, with a unique user ID and password. You can change these to something you will easily remember and merge accounts of 2 or more children. A list of frequently asked questions is attached for your information.

When logging in to ParentPay, please remember both Username and Password are case sensitive and watch out for o (as in orange) and 0 (zero) and l (as in letter) and 1 (the number one). If you have any problems contact the Academy finance team on 01737 559005 or email [linda.bermingham@oasiscoulsdon.org](mailto:linda.bermingham@oasiscoulsdon.org).

If you have already used Parentpay the password shows 'Changed by user'. This password can be reset if you have forgotten it by clicking on the 'Username reminder/reset your password' option on the login page.

Making a payment is easy and simple. ParentPay holds an electronic record of your payments to view at a later date. No card details are stored in any part of the system. Your account is active and you can make online payments straight away.

Please visit [www.parentpay.com](http://www.parentpay.com) click on the 'Login' button then enter your username and password.

If you have any queries please email or telephone me.

Yours sincerely

Mrs L J Bermingham  
Finance Manager  
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