

Sandringham Way, Frimley,  
Camberley, Surrey, GU16 YF  
01252 837538



Head Teacher: Miss S Randles  
[www.sandringham.kite.academy](http://www.sandringham.kite.academy)  
[info@sandringham.kite.academy](mailto:info@sandringham.kite.academy)

06 July 2023

Parent/Carer of:

Dear Parent/Carer

**Pupil:**

**Class:**

**Link Code:**

### **Confidential Online Account Access Information**

We are delighted to welcome you to your Sandringham Infant & Nursery Academy online account. Your account will allow you to pay for dinner money (Little Badgers only), pay for trips and make bookings and payments for our Woodlands Breakfast and After School club.

You can use the same account for any children you have at this school, and for children at other schools which also use the **scopay.com** system.

#### **I already have a scopay.com account for another child at Sandringham Infant & nursery Academy:**

Log on to your account using your existing username and password. Select the **Link Accounts** option from the **Your info** menu heading and enter the unique online **link code** to add «FirstName»'s account.

#### **I don't yet have a scopay.com account:**

Visit [www.scopay.com/sandringham-surrey](http://www.scopay.com/sandringham-surrey) or use the link through our website and **Register as a New User**. Follow the instructions on the screen to enter your details and add the unique online **link code** for «FirstName» when prompted (see top right of page for the link code)

**Note:** Online link code is for **one time use only**. It is not needed once the account has been activated.

If you have received more than one account access letter, for siblings at this school, create your account as above for the first child and link the second child using the instructions in the '**I already have a scopay.com account**' option above.

If you need help registering your account you will find links to a Quick Reference Guide and a short video tutorial at [www.scopay.com/sandringham-surrey](http://www.scopay.com/sandringham-surrey)

Please contact the school if you require any further assistance.

Yours sincerely

Sarah Cable  
School Office