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17th January 2024

Dear Parent/Carer,

CASHLESS PAYMENTS FROM JANUARY 2025

This letter is to advise you that from the 20th January 2025 the Academy will no longer accept any cash payments from students or parents. Payment of all transactions with the school, including lunch account top ups, trips and events will be accepted only via ParentPay.

This move is being made for the following reasons:

- **Convenience** - there will no longer be a requirement to send cash into school.
- **Safety and security** – there is a reduced risk of cash being lost on the way to school.
- **Complete payment solution** – all types of purchases can be made via ParentPay, including trips, lunch money, clubs, prom etc.
- **Improved control over student monies** - payments made by ParentPay will be credited to student accounts immediately and securely and can be seen by both school and parents.

All parents/carers/guardians will have been issued with a ParentPay log in when their child joined the Academy. If for some reason you are not already registered with ParentPay please speak to us and we will assist you to do this. Details of the app are also attached to this letter should you need them.

We appreciate that not everyone may have access to a suitable electronic device, and therefore we have taken steps to ensure parents can pay via pay points at their local stores, please contact us at the email below if you require this service.

If you have questions or concerns regarding any aspect of a cashless school, please do not hesitate to contact the finance team via the following email address:

office@omacademy.co.uk

Thank you for your co-operation.

Kind regards

A handwritten signature in black ink that reads 'S. Murdoch'.

Samantha Murdoch
Operations and Finance Manager

