



2. Making a Payment

Once you have logged into your account, you will then be able to make payments for your child.

If you have more than one child that attends the school then their payments will show beneath their names. Names are listed alphabetically.

Any dinner arrears that your child has accumulated will appear first on the list, followed by payments that the school has set up for things such as trips, clubs and fees.

To pay for an item select the + sign next to the payment. This will add the cost to your total in the bottom right hand corner of the screen, add the payment to the basket, and turn the payment yellow to show that it has been selected.

SchoolMoney			
Payments Due			
Trevor			
Unpaid Dinner Money	£9.80		X
Milk Permission	£2.50	Mon 11 Jul 2016	+
Milk Permission	£2.50	Mon 04 Jul 2016	+
Milk Permission	£2.50	Mon 27 Jun 2016	+
Milk Permission	£2.50	Mon 20 Jun 2016	+
Trip to Belgium	£50.00	Fri 22 Apr 2016	X
Uniform Payment	£5.00	Wed 23 Mar 2016	+
Trip to Belgium	£50.00	Tue 22 Mar 2016	+
Uniform Payment	£5.00	Wed 16 Mar 2016	+
Trip to Belgium	£50.00	Tue 15 Mar 2016	+
Shirt	£3.34	Mon 29 Feb 2016	+
Shirt	£3.33	Mon 22 Feb 2016	+
Shirt	£3.33	Mon 15 Feb 2016	+
			Total: £59.80

You may find that some of your payments are highlighted in a different colour:

All Year Uniform	£2.00	Tue 22 Dec 2015	+
Swimming Lessons	£5.00	Wed 15 Jul 2015	+

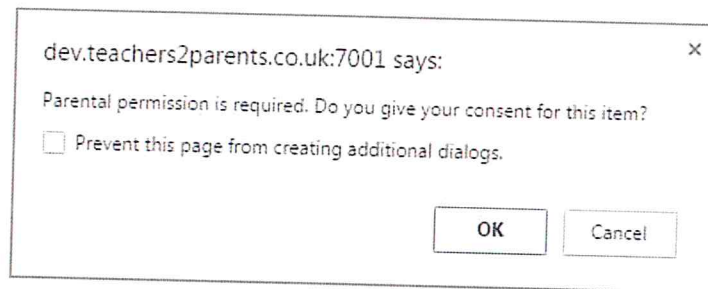
- Green: this means that you can pay off the amount in smaller chunks up until the due date, when you will need to pay it off in full. Click into the green box and amend the amount.
- Orange: this means you can pay as much towards this payment as you would like. This will then remove any remaining cost so that you do not have to pay any more towards it.



You will also be able to see that some of your due dates are in grey and some of them are in red. The due dates that are marked in red are payments that are overdue and need to be paid as soon as possible.

£2.50	Mon 11 Jul 2016
£2.50	Mon 04 Jul 2016

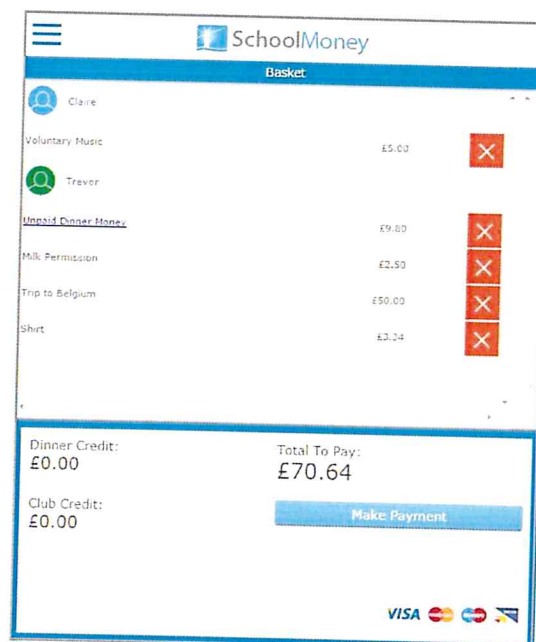
You may also find that when you select a certain payment, a pop up will appear asking for your consent. You will have to give your consent to pay for this item/instalment.



Once you have selected all of the payments you would like to purchase you will need to click on the basket icon at the bottom of the screen.



This will take you through to a screen where you can see all of the items you have chosen to pay for. If you want to remove anything from your basket at this point, click the X next to the item.



Select the 'Make Payment' button when you are ready to pay for your items.



The system will take you to a screen where you can enter your card details. You will have to do this every time that you want to make a payment due to security on the system. **We do not store debit/credit card details.**

Pay using credit or debit card

We accept

1 About the Cardholder **2** About the Card **3** Confirm

Name Card Number You are about to pay £0.10 from your credit or debit card.

Security Number Expiry Date MM YY

Your payment is protected by:

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A confirmation pop up will appear once you have selected 'Pay Now' so that you know the details have been processed and you will receive an email receipt shortly afterwards.