

GUIDANCE FOR PARENTS/GUARDIANS/PAYER

MAKING AN ELECTRONIC PAYMENT FOR A SCHOOL ACTIVITY/TRIP/MEALS ETC

To make a payment for a child/children please go to the following website

<https://www.worcestershire.gov.uk/payments4schools>

School Accounts

Please select the school from the list, and click 'Select' *

Please select the item you wish to pay for from the list, and click 'Select' *

Please enter a pupil reference *

Pupils full name *

Please enter the amount you wish to pay *

Gift Aid

Select address from list and click Select button. Or enter details manually below.

--- Select Address --- Select

Name *

House No * OR House Name *

Street *

Area

Town *

Country

Postcode *

Note: Some schools have a link through their own school websites.

Step 1

Select the child/children's school from the drop down menu.

Press



Step 2

Select the item you wish to pay for from the drop down list

Press



Note: The items on the drop down list will be activities/trips/meals etc entered by the school where they have requested payment from parents/guardians.

Step 3

Enter the child's pupil reference number (unique number for your child supplied by the school)

Step 4

Enter the child's full name

Step 5

Enter the amount you wish to pay (this must be entered with a decimal point but a £ sign is not necessary)

Gift Aid – only tick this box if your school participate in Gift Aid – they will have asked you to tick this box if they are.

Step 6

Enter your address details. Once an address has been entered it will appear in the drop down menu thereafter.

In future when you select your address from the drop down menu please press:



Step 7

Once you have completed Step 1 – 6 press 'Add to List'



You will now see the activity/trip etc you have selected and the amount in the list at the bottom of the screen.

You may want to pay for another activity/trip etc for the same child or make a payment for another child so you will need to add these to your list by selecting 'Back to Top'



You will now need to go back to Step 1.

Once you have a list of all the payments you want to make and are happy with the total select 'Pay'



You will now be redirected to the card payment system where you can enter your debit/credit card details to finalise the payment.

You will be given a Receipt Number which is your 'proof of payment' if you have any queries.