

Payments4Schools : Guidance

Making an electronic payment for school trips, etc.

To make a payment for a child/children please go to:

https://www.civicaepay.co.uk/Worcestershire/webpay_publicP4S/webpay/default.aspx

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

The screenshot shows the 'School Accounts Payment' form on the Civica website. The form is titled 'School Accounts Payment' and includes a 'Page shortcuts' section with links for 'Payment Entry' and 'Payment Review'. Below the title, there is a 'Please note' section stating that the page will time-out after 15 minutes of inactivity and that an asterisk (*) denotes a mandatory field. The form is divided into two main sections: 'Payment Type' and 'School Accounts'. The 'School Accounts' section contains several fields and buttons: a dropdown menu for selecting a school, a 'Select' button, a dropdown menu for selecting an item to pay for, another 'Select' button, a text field for a pupil reference number, a text field for the pupil's full name, a text field for the amount to be paid, a checkbox for 'Gift Aid', and a section for selecting an address from a list. This section includes a dropdown menu for selecting an address, a 'Select' button, and text input fields for Name, House No, OR House Name, Street, Area, Town, County, and Postcode.

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

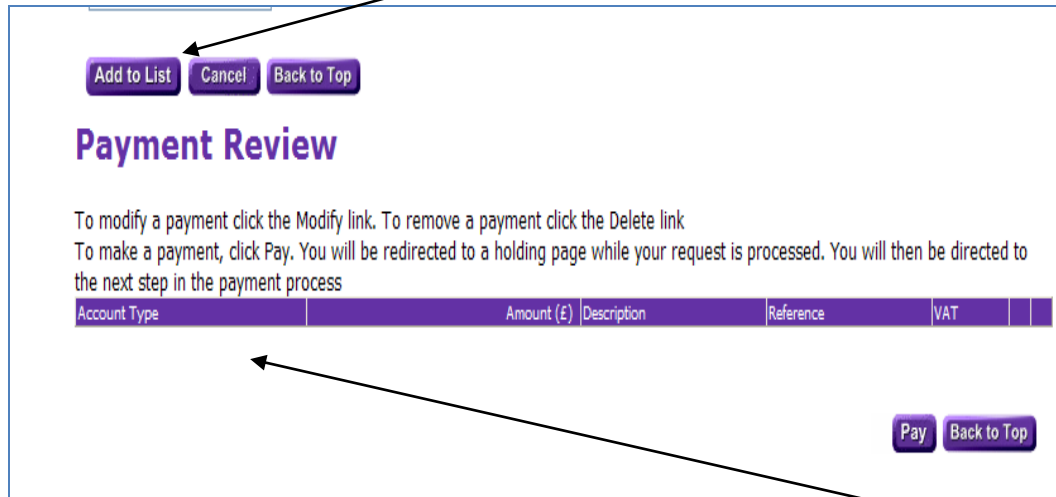
Enter your address details. Once an address has been entered it will appear in the drop down menu thereafter.

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 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.