

Using Parent Pay to confirm and pay for school trips

Please log onto Parent Pay, then select the tab at the top of the page 'Pay for items'.



Once on this page you will find you have the option to top up your son/daughter's credit for their school meals account. You will also find details of any forthcoming trips they are eligible to attend (trips will only appear on this page when trip letters are produced and sent home).

To give consent for your son/daughter to attend a trip you need to firstly add the trip to your "basket" by clicking on the "Add to Basket" button to the right of the trip description.

You will then get a pop-up box with up to three fields (depending on the trip). The first box, "Edit Amount" will contain the cost of the trip. Since we have introduced, at the governors' request, a £1.00 optional donation for all trips you are able to reduce the amount in this box by £1.00 if you so wish.

The second box is under the heading 'Notes'. In this box you need to enter three pieces of information - Two emergency contact numbers and appropriate medical information (relevant to the trip).

Please type into the 'notes' box the following information:

Contact 1 – followed by the number

Contact 2 – followed by the number

If relevant please also add,

Medical information – followed by appropriate information (for examples; Asthma – carries an inhaler)

Be aware that you can only use the 'space' key on the computer when entering details in this box. If you press 'tab' or 'enter' you will find the page closes down.

Next, please tick the "Consent" box to show you consent for your son/daughter to go on the trip.

Once you have completed this click the "Add to Basket" button. You can then repeat for any other trips, or add credit to your/son daughter's cashless catering account. Once you've finished "shopping" click the orange "Checkout" button to enter your card details and complete the purchase.