

Making Payments for Educational Visits

Payments for Educational Visits should be made online via our ParentPay system.

All parents should be able to access the ParentPay system at www.parentpay.com by using the login details provided by the school.

Please note cash **CAN NOT** be loaded through our 'revaluation points' located in school to pay for educational visits. Any cash loaded into these machines will automatically be added to your son's dinner money account.

If you are having problems logging into the ParentPay system you can reset your password by entering your username and using the 'Forgotten Password' option. If you have forgotten your username or are still having problems, please contact me.

Once you have logged into the ParentPay system you will see details for each child you have associated to your account. Please select 'pay for other items' underneath the relevant child, you should now see a list of all available payment items. Follow the on-screen instructions to add item(s) to your basket and checkout as you would when purchasing anything online.

For detailed instructions on making payments via ParentPay, please click [here](#).

Please ensure that you have added the correct payment item to the basket prior to making payment as this process will automatically add your son to the visit list.

When making payment for a day visit via ParentPay you will be asked to agree to the terms stated in the information section. If you do not agree to any of these terms (e.g. photo consent), please notify us of this in the optional 'Notes' section.

Emergency contact details for the visit will be taken from our computer system; please ensure these are kept up to date. Additional contact details and/or medical information should be added to the payment using the optional 'Notes' section.

For international or residential visits which can be paid by instalment payments, any payments made will automatically reduce the final balance of the visit. Additional payments outside of the original payment schedule can be made at any time to reduce this balance.

If you have any queries regarding payments for visits or the ParentPay system, please contact me.

Mrs Lorraine Alcock
Educational Visits