

All parents should be able to access the Parent Pay system at www.parentpay.com by using the login details provided at the beginning of the school year.

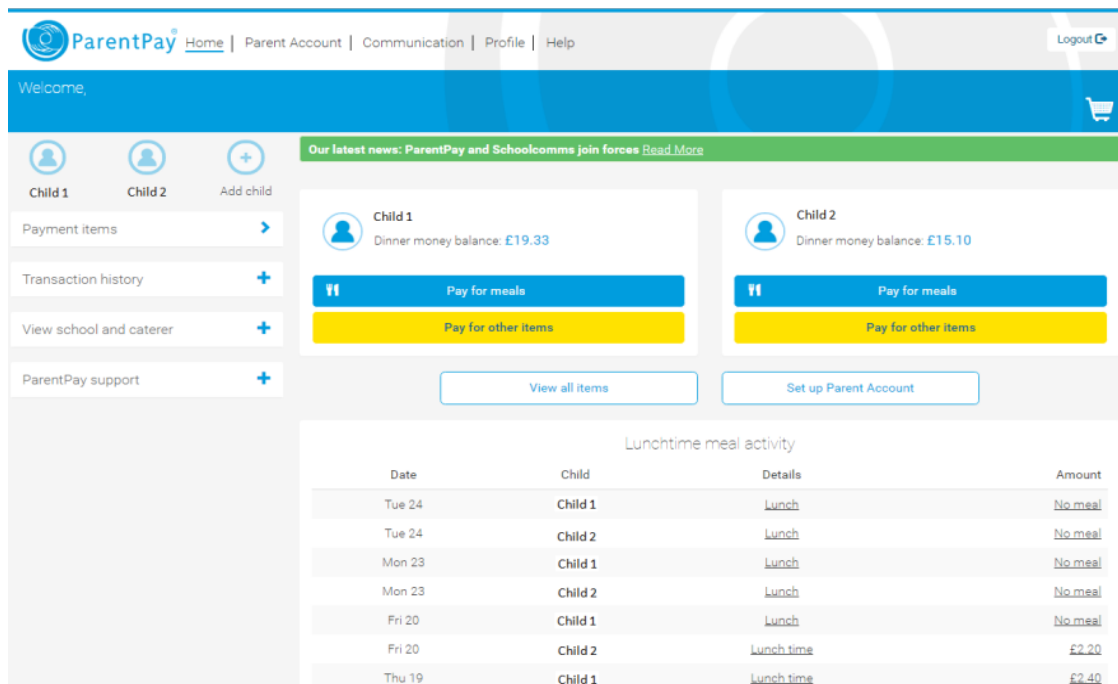
If you are having problems logging into the Parent Pay system you can reset your password by entering your username and using the 'Forgotten Password' option. If you have forgotten your username or are still having problems please contact Mrs K Grain at kgrain@st-birinus.oxon.sch.uk .

If you have more than one child linked to your account you should be able to see all payment items available for each of them.

STEP-BY-STEP INSTRUCTIONS

Making Visit Payments via ParentPay

1) After logging into your ParentPay account you should see this screen:-



Our latest news: [ParentPay and Schoolcomms join forces](#) [Read More](#)

Child 1 Dinner money balance: £19.33

Child 2 Dinner money balance: £15.10

Pay for meals

Pay for other items

View all items

Set up Parent Account

Date	Child	Details	Amount
Tue 24	Child 1	Lunch	No meal
Tue 24	Child 2	Lunch	No meal
Mon 23	Child 1	Lunch	No meal
Mon 23	Child 2	Lunch	No meal
Fri 20	Child 1	Lunch	No meal
Fri 20	Child 2	Lunch time	£2.20
Thu 19	Child 1	Lunch time	£2.40

2) Select 'pay for other items' underneath the relevant child

3) You should now see a list of items available for that child (as below)

The screenshot shows the ParentPay website interface. At the top, there is a navigation bar with links for Home, Parent Account, Communication, Profile, Help, and Logout. Below this is a blue header with 'Welcome,' and a shopping cart icon. The main content area is titled 'Payment items' and features a filter dropdown set to 'Child 2'. On the left, there are navigation options for Child 1, Child 2, and Add child, along with links for Payment Items, Transaction history, View school and caterer, and ParentPay support. The main list contains four items:

Item Name	Amount	Action
Child 2 - Dinner Money for Didcot Girl's School Balance: £15.10 Minimum amount £10	-	View details and pay
Child 2 - DGS Dance Show 2016 DVD This payment item is specifically for the purchase of the DGS Dance Show 2016 DVD.	18.95	View details and pay
Child 2 - European Music Tour - Jul 2018 Payment schedule (unless otherwise agreed):- An initial non-refundable deposit of £50 payable by Wednesday 1st March. Four further instalments of £49 each will be due by 5th April, 5th June, 20th September, 4th December respectively. A final payment of £49 due by 2nd February 2018. The visit information letter can be found on the school website if required http://www.didcotgirls.oxon.sch.uk/81/educational-visits	295.00	View details and pay
Child 2 - French Château - Jul 2017 Due date: 03 Apr 17 Payment Schedule (unless otherwise agreed):- £50 non refundable deposit due by 4th November £60 due by 5th December £60 due by 6th January £60 due by 6th February £60 due by 6th March £65 due by 3rd April The visit information letter can be found on the school website if required http://www.didcotgirls.oxon.sch.uk/81/educational-visits	355.00	View details and pay

4) Select 'view details and pay' for the relevant payment item

5) You should now see this screen containing details of the visit/activity (example provided by DGS)

European Music Tour - Jul 2018

Payment schedule (unless otherwise agreed):- An initial non-refundable deposit of £50 payable by Wednesday 1st March. Four further instalments of £49 each will be due by 5th April, 5th June, 20th September, 4th December respectively. A final payment of £49 due by 2nd February 2018. The visit information letter can be found on the school website if required
<http://www.didcotgirls.oxon.sch.uk/81/educational-visits>

Provided by: Didcot Girls' School

Amount paid: £50.00

Remaining to pay: £245.00

How much would you like to pay?

£ 245.00

Min - £10.00 / Max - £245.00 (set by school)

Add notes

Add notes here

[Pay by Parent Account](#)

[What is this?](#)

[Add to basket](#)

[Cancel](#)

6) Enter how much you want to pay into the 'how much would you like to pay?' box. For payment items that can be paid by instalments this will automatically default to the remaining balance, however this amount can be overwritten



7) Select 'add to basket'

8) If you would like to pay for more than one item, please return to the homepage and follow the instructions above again

9) Once you have added all payment to your basket, select the basket from the top right-hand side of the screen



10) Double check all of the correct payment items and amounts have been added on the screen below

Basket				Order summary	
Item	Total cost	Edit	Remove	Items:	£50.00
Child 2 - European Music Tour - Jul 2018	£50.00			Total:	£50.00
iRoundUp for charity 50p				Pay by Parent Account credit:	-£0.00
What is iRoundUp? Add donation				Pay by card:	£50.00
				Pay now	Continue shopping

11) Select 'pay now' and enter your payment card details when instructed

12) Please ensure the payment was successful (email confirmation will be received). If the payment was not successful it may result in your son not being able to participate in the visit/activity as we would be unaware of his intention to attend.

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