



# CATSHILL FIRST SCHOOL AND NURSERY



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Mrs Georgia Plant – Head of School Mr Paul Essenhigh – Executive Headteacher

5 September 2016

Dear Parents and Carers

## Information on Payments4Schools – Online payment system for parents

We are pleased to confirm that with effect from today's date, Catshill First School and Nursery are using 'Payments for Schools'. This is a system that enables parents/carers to pay for school trips, music tuition and other school payments online, 24 hours a day, 7 days a week, providing parents/carers with greater convenience and removing the worry of lost money. (Please note that this system cannot be used to pay for school dinners – payment for these should be made in the usual way).

The benefits for both parents/carers and the school are:-

- Children do not have to bring cash/cheques into school;
- The internet facility is a secure payment site;
- Any debit or credit card can be used enabling other family members to make payments;
- An online receipts number is issued when payments are made;
- Payments can be made in instalments;
- Any size payment can be made.

To help our parents and carers, we have created a wallet sized card which has purposely been made to fit easily into a wallet or purse for safe keeping. This card will show your child's name and 'payment4schools' number. We hope that this will be beneficial to you, allowing the flexibility to pay at any computer you may have access to during the day.

On the reverse of this letter you will find step by step guidance on how to make an electronic payment. If you have any queries please do not hesitate to contact myself or Louise Nicholls at school and we will be happy to discuss any queries you may have. If you misplace or forget your child's PIN number, please email: [lt213@catshillfirst.worcs.sch.uk](mailto:lt213@catshillfirst.worcs.sch.uk).

Yours faithfully

**Mrs K Sabin**  
School Business Manager



[www.catshillfirst.co.uk](http://www.catshillfirst.co.uk)



## **MAKING AN ELECTRONIC PAYMENT FOR A SCHOOL ACTIVITY/TRIP.**

Please find below guidance on how to use our online payment system.

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

[www.catshillfirst.worcs.sch.uk](http://www.catshillfirst.worcs.sch.uk)

Click on the 'Online Payments' link at the bottom of the home page which will take you to the payments4schools website.



1. Select your child's school from the drop down menu and then click 'SELECT'.
2. Select the item you wish to pay for from the drop down list and then click 'SELECT'.
3. Enter your child's pupil reference number.
4. Enter your child's full name.
5. Enter the amount you wish to pay (this must be entered with a decimal point but a £ sign is not necessary).
6. Enter your address details. Once an address has been entered it will appear in the drop down menu thereafter.
7. Once you have completed Step 1-6 press 'Add to List'.

You will now see the activity/trip you have selected and the amount in the list at the bottom of the screen. You may want to pay for another activity 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' and repeating step 1 onwards.

Once you have a list of 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.