

# Nunnery Wood Primary School

12<sup>th</sup> June 2017

Dear Parents/Carers,

## Payments4Schools Online Payment System for Parents

We would like to remind you that you can make payments to us with a debit or credit card using the online payment system detailed below. The system is available 24 hours a day, 7 days a week. Most schools, particularly high schools, use an online payment system so why not get into the habit of using it now? You can pay at your convenience and won't have to worry about sending money or cheques in your child's book bag.

Using your child's unique reference number you can pay for school trips, milk, music tuition etc. If you have mislaid this number, please contact the school office for a reminder.

We will continue to take cheques and cash. However, the online method is quick, easy and secure both for you and the school and we would like to encourage as many of you as possible to use this method of payment, this is also the preferred method of payment for the school.

### How to pay using the Payments4Schools system

Logon to the secure internet payment facility at  
[https://www.civicaepay.co.uk/Worcestershire/webpay\\_publicP4S/webpay/default.aspx](https://www.civicaepay.co.uk/Worcestershire/webpay_publicP4S/webpay/default.aspx)  
or via the homepage of our school website using the link provided

Once on the civicae website:

1. select our school from the drop down menu
2. select the item you wish to pay from the drop down menu
3. enter your child's pupil reference number (above)
4. enter your child's full name
5. enter the amount you wish to pay
6. DO NOT tick the gift aid box
7. enter your address details (this will be saved for future use)
8. once the steps above are complete press 'Add to List'
9. if you want to pay for another activity/trip etc. press 'Back to Top' and start again
10. once you are happy with all your payments select 'Pay'
11. you will be redirected to the card payment system where you can enter your card details.
12. Once payment is finalised you will be given a receipt number - **YOU MUST MAKE A NOTE OF THIS AND WRITE IT ON THE REPLY SLIPS SENT FROM SCHOOL**

If you have any queries please contact us and we will do our best to help you. In the meantime, we hope you will find this an easier, more convenient way to pay.

Best wishes,



Marie Sowney  
School Business Manager