

Help-sheet ParentPay – Class trips

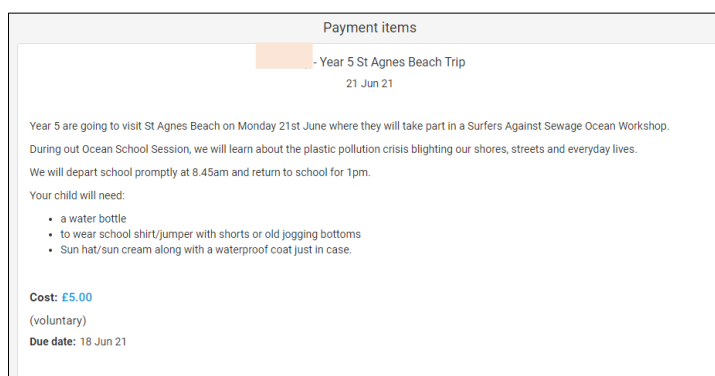
Although the example used below is for the Year 5 trip, all trips are set up in the same way so the same process can be applied to any Year group.

Step 1: select the item from your list – by clicking the blue view button



When the payment item opens there are three sections visible.

Section 1 – shows the details of the trip, this is just for information purposes

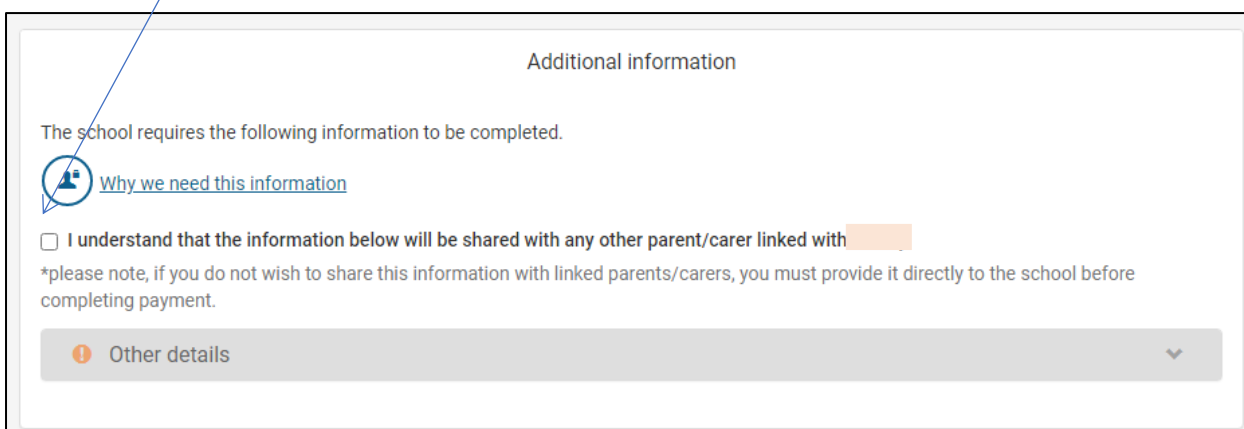


Section 2 - Additional Information (needs to be completed- see steps 2 and 3 below)

Section 3 – Payment and consent (needs to be completed – see step 4)

Step 2: Complete the Additional Information required relating to your child's trip

In order to see the additional information questions relating to your child's trip you **MUST** tick the box next to the statement 'I understand that the information below will be shared with any other parent/carer linked with your child'. If you do not tick this box and answer the additional questions ParentPay will not let you complete the transaction. *(this means any other parent/carer who has their own account on ParentPay, in some cases both more than one parent/carer has a separate account linked to the same child)*



Step 3: Complete the additional information questions

Once the box is ticked the additional information questions are revealed. In the case of the Year 5 trip, these relate to photo permissions. See below, each trip will have questions relevant to their own visit. To add a response to the question just click and type in the boxes.

Additional information

The school requires the following information to be completed.

[Why we need this information](#)

I understand that the information below will be shared with any other parent/carer linked with [redacted]

*please note, if you do not wish to share this information with linked parents/carers, you must provide it directly to the school before completing payment.

Other details

I consent to my child's photograph being taken for use by school ie. newsletter/website (Yes/No)

Yes

197 characters remaining

I consent to my child's photograph being taken for use by Surfers against Sewage (Yes/No)

Yes

197 characters remaining

Step 4: Choose Payment and granting permission

Once the additional information questions have been completed, the last section before you checkout is to decide your contribution amount, by selecting the circle next to the value or typing one into the box

AND

Selecting the box next to **'I consent to my child going on the trip'** text. This process replaces the need for the paper permission slips.

Payment

Pay full amount (£5.00)

Choose payment amount

£ 5.00

Min: £0.01 / Max: £5.00 (set by school)

Pay nothing

I consent to my child going on the trip.

>>> Bank Transfer ?

Add to basket

[Cancel](#)

Step 5: Checkout

From here you can either select the **'bank transfer'** button and follow directions to make the payment or select the blue **'Add to basket'** button which allows you to use other payment methods, like debit or credit cards to complete the payment.

Hopefully you found this useful, if you do still have queries/questions please do contact the school office.