



May 2020

Dear Parent/Guardian,

Dane Court Grammar School uses an online payment system called WisePay. This system is our preferred method for payments. We hope that you will find it useful and convenient to use. You are now able to download the free WisePay app, which will streamline the process for you. We will send you the organisation code along with your username and password during the summer holidays.

You will be able to use it to pay for school trips and to top up your child(ren)'s school meal account in order to purchase from the school cafeteria. In the future we hope to use it to sell tickets for school productions and to buy sweatshirts, revision guides etc. There is a cost to the school per transaction so we would ask that when you top up your school meal account you do so in as large an amount as you can.

For all **trips** you will see how much the trip costs and if this is a large amount you may, if you prefer, pay in smaller instalments. The dates for these instalments will usually be set by the trip organiser in line with when the school has to make payments. Just simply overwrite in the amount box with the figure that you are paying. You will then be able to see a history of what you have paid and what you still owe. Even if you send cash or cheques into school, these amounts will still be entered by us into your WisePay account, so you will still see a payment history.

Please note that you will only see trips that your child is eligible to take part in. We are hoping that in this way you will be kept informed of events without having to rely on letters home!

If you go in to the **Food and Drink Payments** section you will see how much is on the student's account. You will also be able to see a purchase history as well as a history of what has been credited to the account even if the account has been credited via the cash loaders in school or by cheque. If your child contacts you to say that they don't have enough credit on their account then you will be able to top up online and the account will be credited within 30 minutes, provided there isn't a problem with the internet. If you are worried that your child may spend too much at any one time you can set a limit of say £3 per day, just write in to the school office specifying the limit that you would like and they can set this up for you.

We hope that you will find WisePay a convenient and safe way to send money into school.

Yours sincerely,

Mr M Jones
Head of School