



# Parent Pay

Saint Paul's Catholic High School operates a **ParentPay** system which allows parents/carers to pay securely & safely online for lunches, trips, music lessons etc.

## User Guide



The system will make payment much easier for all.



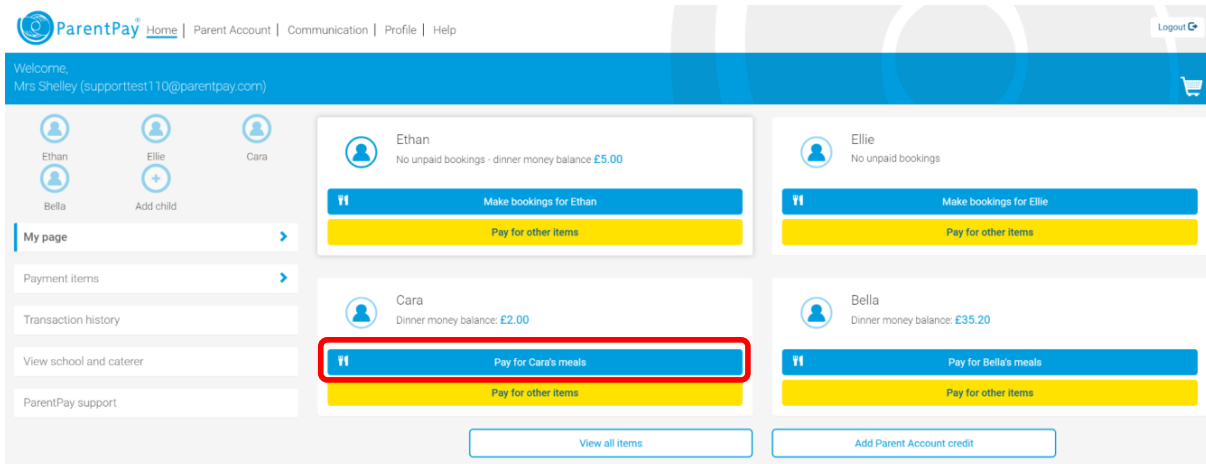
ParentPay<sup>®</sup>

Journeying together with Jesus Christ, we learn to love and love to learn.

## How to pay for items

To pay for school items you would need to –

1. Navigate to [www.parentpay.com](http://www.parentpay.com) and log into your account
2. Select either **Pay for .....meals** or **Pay for other items** for the child you want to pay for



The screenshot shows the ParentPay dashboard for Mrs Shelley. It features a navigation bar with links for Home, Parent Account, Communication, Profile, and Help. Below the navigation bar, there's a welcome message and a shopping cart icon. The main area displays a grid of child profiles: Ethan (dinner money balance £5.00), Ellie (No unpaid bookings), Cara (Dinner money balance: £2.00), and Bella (Dinner money balance: £35.20). Each profile has a 'Make bookings for [child name]' button and a 'Pay for other items' button. The 'Pay for Cara's meals' button is highlighted with a red box. At the bottom, there are buttons for 'View all items' and 'Add Parent Account credit'.

3. Enter the amount you wish to pay (between the minimum and maximum amount set by school) and select **Add to Basket**.

Note: if you have sufficient credit in your Parent Account, you can select to **Pay by Parent Account**

**Cara - School Meals for Oceania Primary School**  
Balance: £2.00

---

The minimum payment for school meals is £10.00 [more...](#)

**How much would you like to pay?**

£ 10.00

Min - £10.00 / Max - £250.00 (set by school)

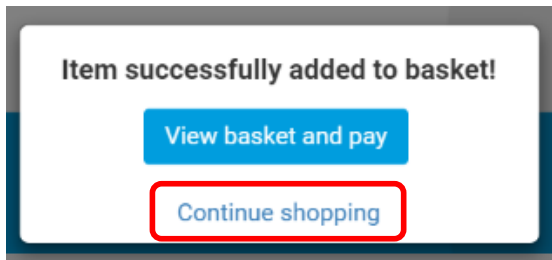
**Add notes**

Add notes here

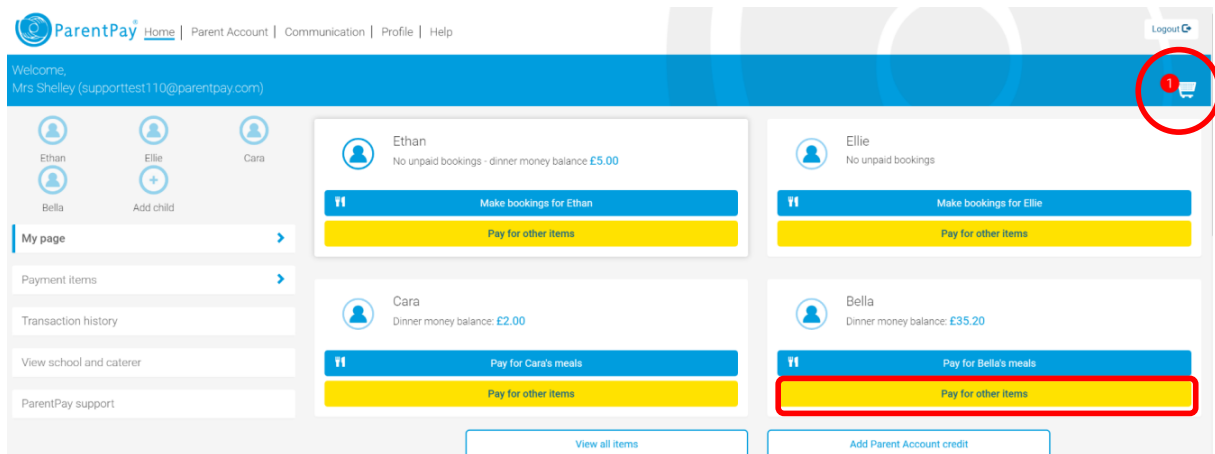
---

What is this?  
 Cancel

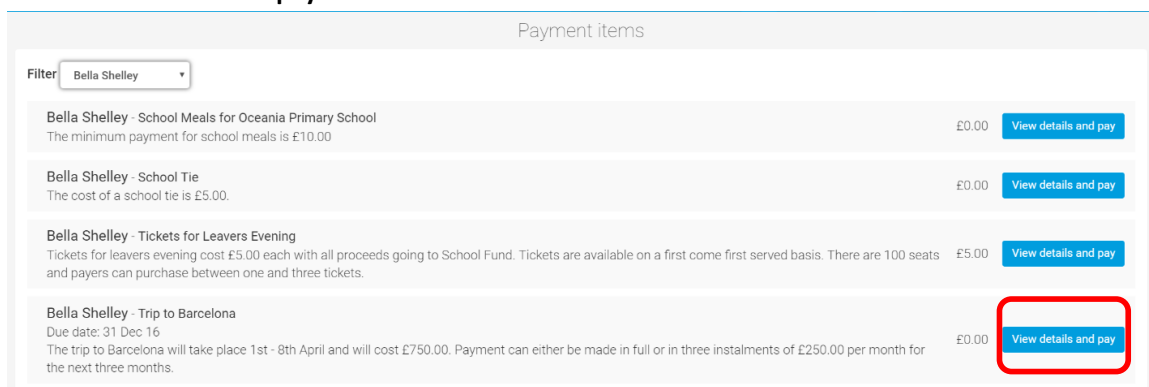
- You can select to **View basket and pay** or if you wish to pay for more items select **Continue Shopping**



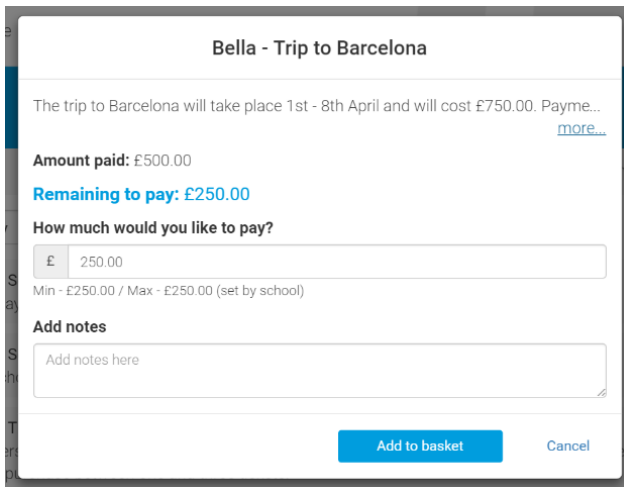
- Select either **Pay for .....meals** or **Pay for other items** for the child you want to pay for (the basket will show that there is an item awaiting payment)



- By selecting **Pay for other items**, you will see a list of all the items available to make payment for. **Note: you can use the filter at the top of the page to see items for all of your children**
- Select **View details and pay**



8. Enter the amount you wish to pay and select **Add to Basket**



**Bella - Trip to Barcelona**

The trip to Barcelona will take place 1st - 8th April and will cost £750.00. [Payme...](#)

**Amount paid:** £500.00  
**Remaining to pay:** £250.00

**How much would you like to pay?**

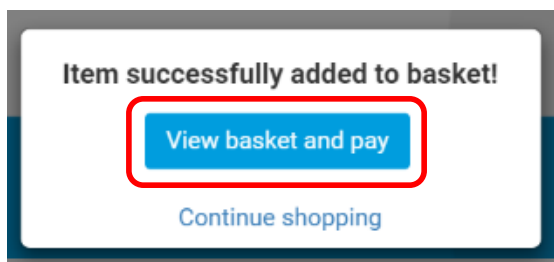
£ 250.00  
 Min - £250.00 / Max - £250.00 (set by school)

**Add notes**

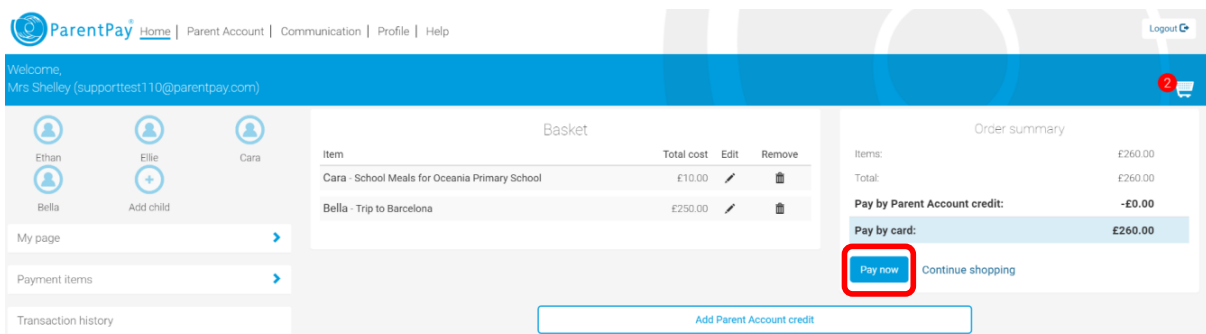
Add notes here

**Add to basket** Cancel

9. Select **View basket and pay** or **Continue Shopping**



10. Review your payment and then select **Pay now** or **Continue Shopping**



ParentPay Home | Parent Account | Communication | Profile | Help Logout

Welcome, Mrs Shelley (supporttest110@parentpay.com)

Basket			
Item	Total cost	Edit	Remove
Cara - School Meals for Oceania Primary School	£10.00		
Bella - Trip to Barcelona	£250.00		

Order summary	
Items:	£260.00
Total:	£260.00
<b>Pay by Parent Account credit:</b>	<b>-£0.00</b>
<b>Pay by card:</b>	<b>£260.00</b>

**Pay now** Continue shopping

Add Parent Account credit

11. If you have a stored card(s) on your account you may select and pay with this card, entering only the Security code/CVV and selecting Review Payment

If you have no stored cards, or you wish to use a card not currently saved on your account, select Edit card/Use different card. You can now enter your card details into the secure payment page.

12. Select Review Payment and then Make Payment to complete the process.