Internet Payments – A Brief Guide

To make a payment to the school using the internet you will need to open up the website address www.swanmoreprimary.org.uk.

From here you can 'log-in' to your account using the User Name and Password supplied. The first time you log-in you will be prompted to change the email address and password to one of your own choice.

The screen will open up with your Child's Account. If you have more than one child at the school you can select which child you are making the payment for.

You can now pick the items you want to pay for, which may include:

School trips or visits

Dinner Money

Cooking for Fun

Visiting Theatre and Pantomime performances

Project items

School Production DVDs

Music Fees

When you have finished your selection you proceed to Checkout. The items you wish to pay for will all be listed here.

Select checkout to confirm your purchase. You will then be prompted to enter your address details and when you place the Order you will be directed to the secure payment page where you enter your payment details.

Once you have confirmed your payment your order will be displayed and you will also receive an email to confirm the payment from your bank and also to confirm the items purchased.

If you have ordered items to be collected from School (school videos, etc) you will need to take your confirmation email in to school with you when you collect.

You can also use the system to check:

Previous online transactions

Items purchased in school

Where appropriate, the dinner calendar with meal options taken.

A full Internets Payments User Instructions document is available from the school should you need it.