

3rd September 2013

Dear Parents/Carers

School – ePayment Service

Sunderland City Council offer a secure ePayment service which is available 24 hours a day. You may make payments for your child's **music lessons, school meals, school visits and Out of Hours club** using the secure site with most major credit or debit cards.

If you would like to use this Internet service please type in www.sunderland.gov.uk/ and click onto payments online which can be found at the right hand side of the page (just below Top Tasks). Please follow the on screen instructions which appear overleaf.

All online card payments are protected by Secure Socket Layer (SSL) with an encryption key. Your payment card details are directly processed by the Payment Division of Capita Software Services, further information about this payment card security standard can be found at:

https://www.pcisecuritystandards.org/security_standards/pci_dss.shtml

If you have any further queries, please do not hesitate to contact Mrs Dooley (School Business Manager) at school.

Yours sincerely

Mrs Ann Blakey
Headteacher

Online Instructions for ePayments

www.sunderland.gov.uk

1. Click onto Payments Online (This can be found at the right hand side of the screen; underneath Top Tasks)
2. Please select Schools Miscellaneous Income
3. Search for **St Benet's RC Primary School**
4. A drop down menu will appear, asking you which service you wish to pay for i.e. **Holiday Club, School Meals, Visits, Music, Wraparound** (this will be different for each school).
5. Complete fields, giving as much information as possible. **Please note: the message box is a mandatory field and must include as much information as possible i.e. child's name; amount paid and what the payment relates to.**
6. Continue: the next screen will ask if you wish to continue with payment or whether you require another service. If you have multiple payments click **add another service function** which will take you back to step 2. It is extremely important to opt for **add another service function** if you are paying for various lessons/meals/visits as this will allocate your child's payment to the correct account.
7. Input card details.
8. Once payment has been processed you will receive a confirmation email and school will receive a notification email stating payment has been made.

Any queries regarding this service please contact Mrs Dooley (School Business Manager etc) at school.

Mrs A Blakey
Headteacher