

'BromCom Pay'

Dear Parent / Carer

Our school admin team have been working towards introducing an online payment system for some time. With the safety requirements necessary, to prevent the spread of Covid 19, we must introduce this system for all families, now. **The Airy Hill School office will no longer accept cash payments from 1st June onwards.**

You will be able to pay for everything online through our 'My Child at School' (MCAS) system, which you may already be using to receive our newsletter and other important announcements. MCAS is accessible on a desktop and as an App for convenient use on your phone or tablet. If you no longer have your login details, please contact the school office admin.airyhill@yeat.co.uk who will be able to help you.

Payments can be made by Debit/Credit card or Paypoint. Please let us know if you would like a Paypoint barcode to conveniently pay at the Co-op, McColls Helredale Road or Stakesby Garage.

Although the system is relatively straight forward, we have produced this guide to help make the transition to online payments as easy as possible for you.

It shows you how to pay for school dinners (Dinner Money) and for any items we have available in our new 'Online School Shop'. Currently this is limited to school jumpers, cardigans and polo shirts, but you are also be able to pay for school trips (East Barnby) and other items as and when appropriate.

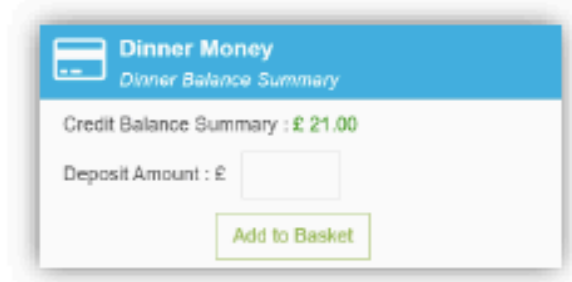
Please read this guide now and familiarise yourself with the system in readiness for 1st June.

Thank you in anticipation of your support and cooperation,

Mrs Matthewman
Head Teacher

Dinner Money

The Dinner Money option is accessible only as a **Widget**.



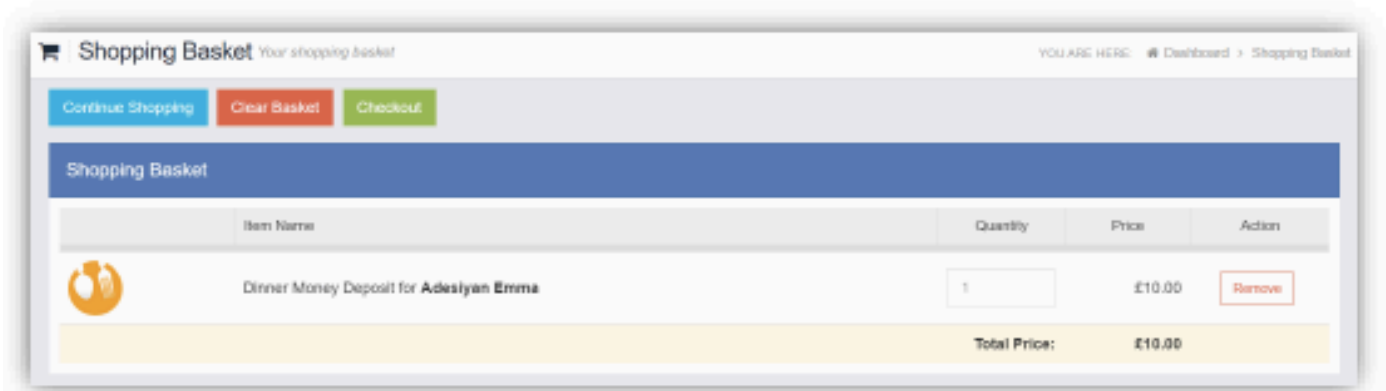
You may have to scroll to the bottom of the Dashboard page to find this!

The **Widget** displays the current **Credit Balance Summary** and gives the option to top-up the **Balance**.

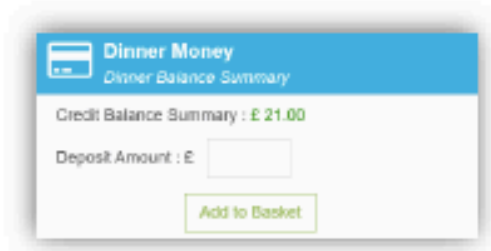
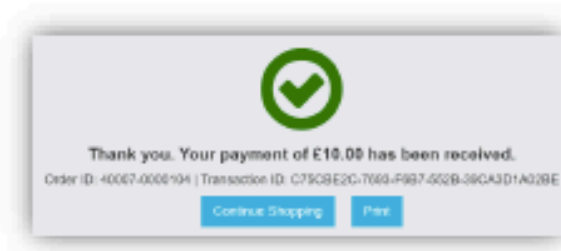
To do this enter the amount in the **Deposit Amount** box and click the **Add to Basket** button. The **Shopping Basket** icon on the top bar will now display that you have **1** item in the **Basket**, click here to open the **Basket** and view the contents, the item can be removed by clicking on the **X** to the right.



To continue click on the green **Checkout** bar at the bottom to page, which will open the **Shopping Basket**. Here you can click the **Continue Shopping** button to open the **School Shop** and add more items, the **Clear Basket** button to empty the **Basket** or the **Checkout** button to continue and make your payment.



Enter your **Payment Details** on the following page, once verified and paid a **Confirmation** message will be given and the **Credit Balance Summary** updated on the **Widget**.

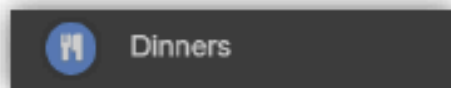


The system will automatically send you a reminder once your dinner balance goes below £1.50 (i.e. not enough to pay for another dinner). There is no need to reply to this. Just top up/pay for your dinners for a week (or more) in advance to avoid receiving these messages.

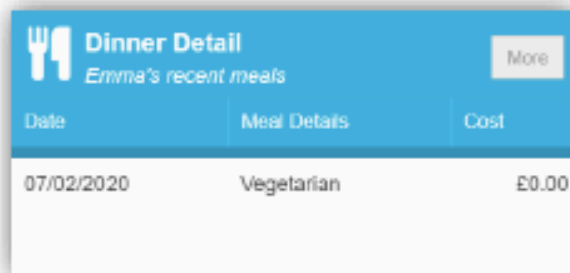
If you are unsure whether your dinner money balance is correct, you can check the meals that your child has taken under the dinner headings. This gives you a list of dinners taken (with dates) and any payments you have made.

Dinners

The Dinners option is accessible from both the Menu Bar and a Widget.



The Dinner Detail Widget, displays the last Meals that have been taken.

A widget titled "Dinner Detail" with a subtitle "Emma's recent meals" and a "More" button. It contains a table with three columns: Date, Meal Details, and Cost.

Date	Meal Details	Cost
07/02/2020	Vegetarian	£0.00

Clicking on the More button will display the last Meals taken and the Dinner Money Payment Details.

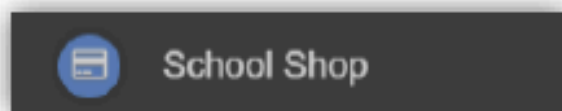
A screenshot of the "Dinners" page. It shows a date range filter for transactions between 01/01/2019 and 18/02/2020. Below the filter are two tables: one for meals and one for payments.

Dinner Date	Meal Detail	Cost
07/02/2020	Vegetarian	£0.00

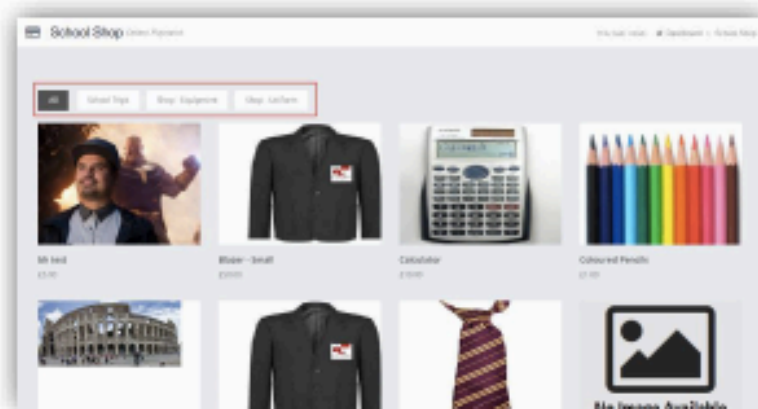
Payment Date	Payment Detail	Amount
21/01/2020 11:09:16	Dinner Money Deposit for Emma Adeslyan	£3.00
21/01/2020 11:06:51	Dinner Money Deposit for Adeslyan Emma	£5.00

School Shop

The School Shop option is accessible only from the Menu Bar.



This is an Online School Shop and will display the items the school currently have available for you to purchase, what appears on this page is determined by the school, so the following information is just an example.

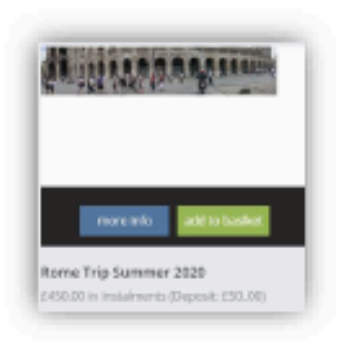


The school have the option to create Categories, here we have created School Trips, Shop – Equipment and Shop-Uniform. Clicking on either of these buttons will display just those items or click on All to display everything available.

To find out more about an item simply mouse over and click on the **More Info** button, this will display the information the school have created for the item.

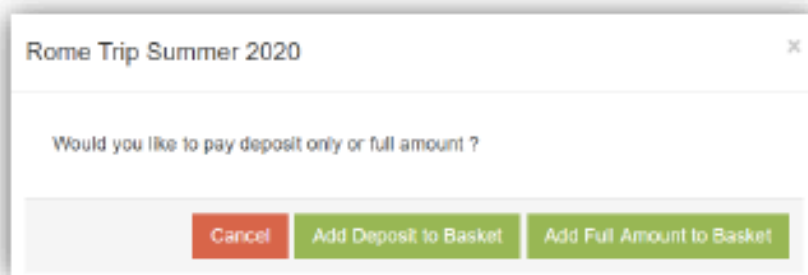


Category	Shop - Equipment
Description	Calculator
Price	10.00 in instalments (Deposit: £0.00)



Category	School Trips																		
Description	Trip to Rome July 2020																		
Price	450.00 in instalments (Deposit: £50.00)																		
Instalments	There are 4 instalments for this product.																		
	<table border="1"><thead><tr><th>Item</th><th>Amount</th><th>Due Date</th></tr></thead><tbody><tr><td>Deposit</td><td>£50.00</td><td>28/02/2020</td></tr><tr><td>Instalment 1</td><td>£100.00</td><td>31/03/2020</td></tr><tr><td>Instalment 2</td><td>£100.00</td><td>30/04/2020</td></tr><tr><td>Instalment 3</td><td>£100.00</td><td>28/05/2020</td></tr><tr><td>Instalment 4</td><td>£100.00</td><td>30/06/2020</td></tr></tbody></table>	Item	Amount	Due Date	Deposit	£50.00	28/02/2020	Instalment 1	£100.00	31/03/2020	Instalment 2	£100.00	30/04/2020	Instalment 3	£100.00	28/05/2020	Instalment 4	£100.00	30/06/2020
Item	Amount	Due Date																	
Deposit	£50.00	28/02/2020																	
Instalment 1	£100.00	31/03/2020																	
Instalment 2	£100.00	30/04/2020																	
Instalment 3	£100.00	28/05/2020																	
Instalment 4	£100.00	30/06/2020																	

If you want to purchase an item it is just like any Online Shopping page, just click on the **Add to Basket** button on the item/s you wish to buy. If the item to be purchased has the option for payment by Instalments you will be asked at this point how you want to pay this. Click on the **Add Deposit to Basket** or the **Add Full Amount to Basket** button.

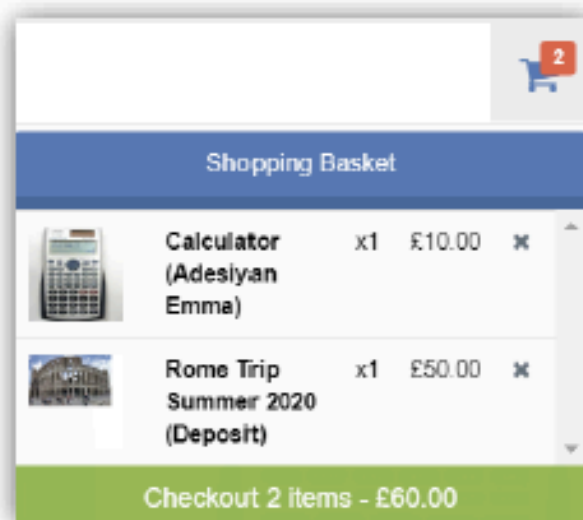


Rome Trip Summer 2020 ✕



Would you like to pay deposit only or full amount ?

[Cancel](#) [Add Deposit to Basket](#) [Add Full Amount to Basket](#)

The **Shopping Basket** icon will show the number of items in the **Basket**, click on the **Basket** icon to display the items in it.

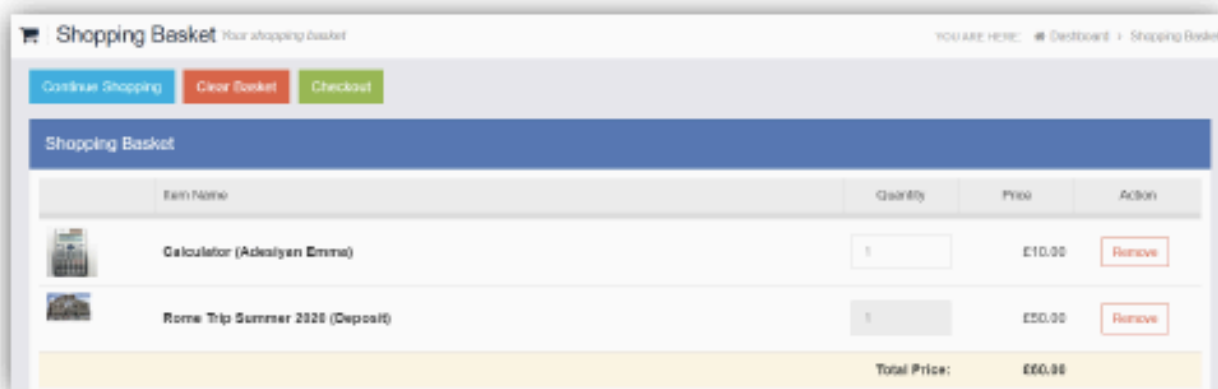


Shopping Basket

	Calculator (Adeslyan Emma)	x1	£10.00	✕
	Rome Trip Summer 2020 (Deposit)	x1	£50.00	✕



Checkout 2 items - £60.00

To remove items click on the **X** to the right of the item, to continue and make the **Purchase** click on the green **Checkout** button at the bottom. The Items will be displayed again along with the **Student** name, if buying for siblings both names will be displayed.



Shopping Basket Your shopping basket YOU ARE HERE: [Dashboard](#) > [Shopping Basket](#)

[Continue Shopping](#) [Clear Basket](#) [Checkout](#)


Item Name	Quantity	Price	Action
 Calculator (Adeslyan Emma)	<input type="text" value="1"/>	£10.00	Remove
 Rome Trip Summer 2020 (Deposit)	<input type="text" value="1"/>	£50.00	Remove
		Total Price:	£60.00

To continue shopping click on the **Continue Shopping** button, to clear the **Basket** and start again click on the **Clear Basket** button, to make the **Purchase** click on the **Checkout** button. Items can still be removed at this point by clicking on the **Remove** button to the right of the item.


On clicking the **Checkout** button the payment page will be displayed, again what is displayed here is dependent on the school. Here payments can be made using **PayPoint** if there are sufficient funds or by **Card**, an **Offline Payment** option can be enabled by the school for payments to be made directly to the school, cash or cheque.

Item Name	Quantity	Price
Calculator (Adestryen Binn)	1	£10.00
Rome Trip Summer 2020 (Deposit)	1	£50.00
Total Price:		£60.00




Payment & Address Details

Use PayPoint Balance (£3.00)  Insufficient Funds

Offline Payment All of the products in your basket must be offline payments enabled, in order to use this option at checkout.

Use New Card 

Payment Details

Card Number Card Type   

Expiry

CVC/CVC2 Save card details for quick payment in the future

Card Holder's Name

Address Details

Address

City

Post Code

Enter your payment details and click on the **Confirm & Pay** button, the payment will go through the **Secure Payment** process and when completed a **Confirmation** message will be given.

Thank you. Your payment of £60.00 has been received.

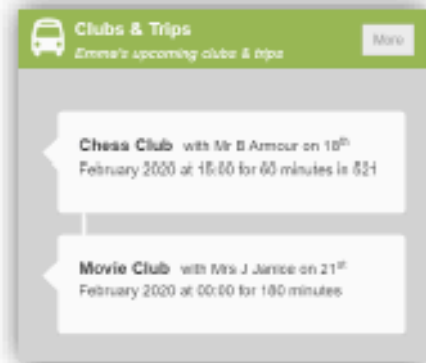
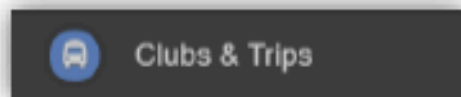
Order ID: 40007-0900100 | Transaction ID: DA22A2F1-D3B1-FA01-DD1D-329F0F03C1D1

[Continue Shopping](#) [Print](#)

In the future, you will also be able to book (and pay for, if appropriate) Clubs and Trips. This will eliminate the need to return a reply slip as we can also collect your consent when you 'book' the club or trip online.

Clubs & Trips

The Clubs & Trips option is accessible from both the Menu Bar and a Widget.



The Widget displays the current Clubs & Trips for the Student and any that are available to be booked.

YOU ARE HERE: [Dashboard](#) > [Clubs & Trips](#)

Emma's Clubs & Trips

Club Name	Teacher	Next Session	Start Time	Room	Cost/Balance		
Chess Club	Mr B Armour	18/02/2020	15:00	521	£0.00		
Movie Club	Mrs J Janice	21/02/2020	00:00		£10.00		

Available Clubs & Trips (click on top a club to view more details and sign up) Hide fully booked events

Club Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	Spaces Available	
Lacrosse	Mr C Taylor	21/02/2020	Fri	04:00	60	£0.00	18	

Clicking on a Club in which the Student is already a member will display the details for that Club.

Club/Trip Detail - Adesiyan, Emma

Type:	Club	Main Teacher:	Mrs J Janice
Club Name:	Movie Club		
Description:	<div>Movie Club</div>		
Next Session:	Fri 21/02	Places:	No Limit
Start Time:	00:00	Spaces Available:	No Limit
Session Length:	180 mins	Total Cost:	£10.00

Clicking on a Club that is available will open the booking details

Club/Trip Detail - Adeslyan, Emma

Type: Club Main Teacher: Mr C Tator

Club Name: Lacrosse

Description: Lacrosse

Next Session: Fri 21/02 Places: 20

Start Time: 04:00 Spaces Available: 17

Session Length: 60 mins Total Cost: Free

[Enrol Now](#) [Close](#)

Click on the Enrol Now button, if this is a Free Club the student will be enrolled and this Club added to the current Clubs list. If the Club is to be paid for the amount due will be displayed with an Add to Basket option.

Some Clubs will give the option to select preferred days, to do this click on the days the Student is to attend the sessions, these will display as a green tick in a circle, when finished click on the Enrol button.

Type: Club Main Teacher: Mr C Andrews

Club Name: Red Hat Chili Club

Description: Spicy Cookery

Next Session: Wed 04/03 Places: 10

Start Time: 10:30 Spaces Available: 10

Session Length: 120 mins Cost Per Session: £5.00

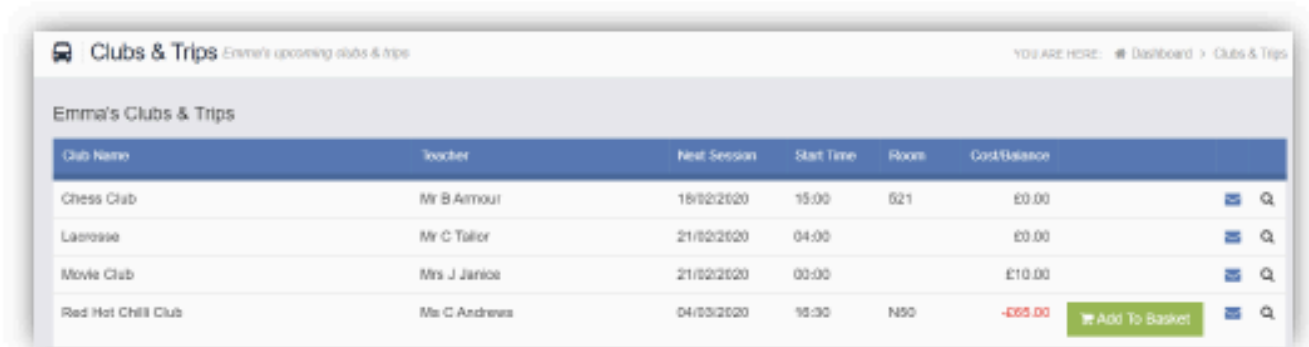
Sessions: Spaces Available Session Full Enrolled/Booked Sessions Unavailable

Use the grid below to select each session you would like your child to attend. When you click 'Enrol', your child will be enrolled into all the sessions you have chosen.

Week Ending	Wednesday	Thursday
17/02		
24/02		
02/03		🕒
09/03		🕒
16/03		
23/03		
30/03	🕒	
06/04	🕒	
13/04		
20/04		
27/04		🕒
04/05		🕒
11/05		
18/05	🕒	
25/05	🕒	
01/06	🕒	
08/06		
15/06		
22/06		🕒
29/06		🕒
06/07		
13/07	🕒	
20/07	🕒	

[Enrol](#) [Close](#)

A Confirmation message will be given, click on the Proceed button to continue, the Club will then be added to the current Clubs section with the amount to be paid. Click on the Add to Basket button and pay for this in the normal way.



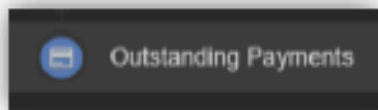
Clubs & Trips Emma's upcoming clubs & trips YOU ARE HERE: [Dashboard](#) > [Clubs & Trips](#)

Emma's Clubs & Trips

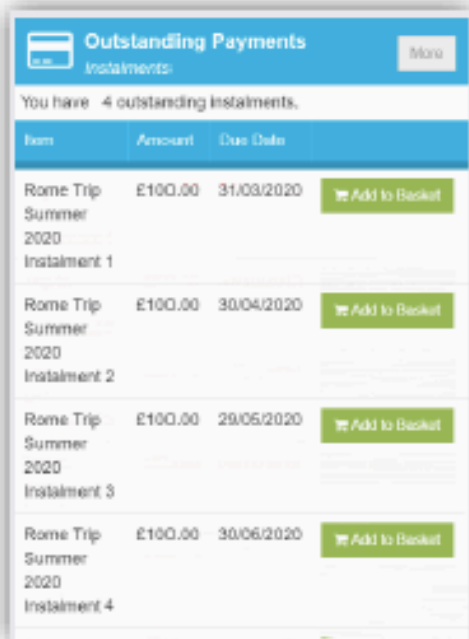
Club Name	Teacher	Next Session	Start Time	Room	Cost/Session		
Chess Club	Mr B Armour	18/02/2020	15:00	521	£0.00		
Lacrosse	Mr C Tallor	21/02/2020	04:00		£0.00		
Movie Club	Mrs J Janice	21/02/2020	00:00		£10.00		
Red Hot Chill Club	Ms C Andrews	04/03/2020	15:30	N50	-£65.00	Add To Basket	

Outstanding Payments

The Outstanding Payments option is accessible only from the Menu Bar and a Widget.



When items have been purchased from the School Shop and there is an outstanding amount, for instance a payment in Instalments, this will be displayed on the Outstanding Payments Widget.



Clicking on the **More** button will display the full details. An Instalment can be paid by clicking on the **Add to Basket** button on either page, this can then be paid in the normal way.

