

'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 your nursery fees, 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 will be able to pay for school trips and other items as and when appropriate.

Invoices for any payable nursery sessions are raised and emailed to you around the 15th of every month and, with the exception of your September invoice, are payable by the 1st of every month (in advance).

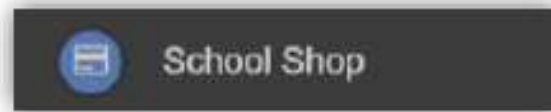
Please choose "Nursery paid sessions" in the School Shop, enter the amount stated on your invoice and add to your basket. Then check-out as explained below.

Thank you in anticipation of your support and cooperation,

Mrs Matthewman
Head Teacher

School Shop

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

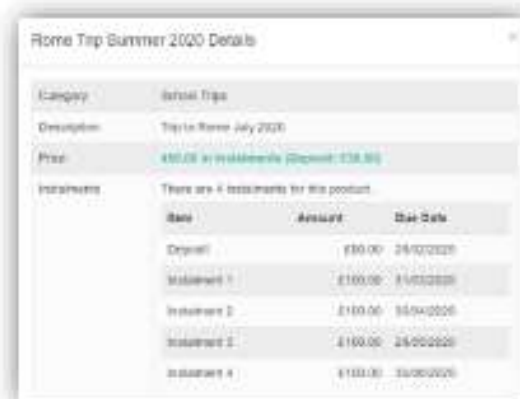


This is an **Online School Shop** and will display the items the school currently have available for you to purchase, what appears on this page is determined by the school, so the following information is just an example.



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.

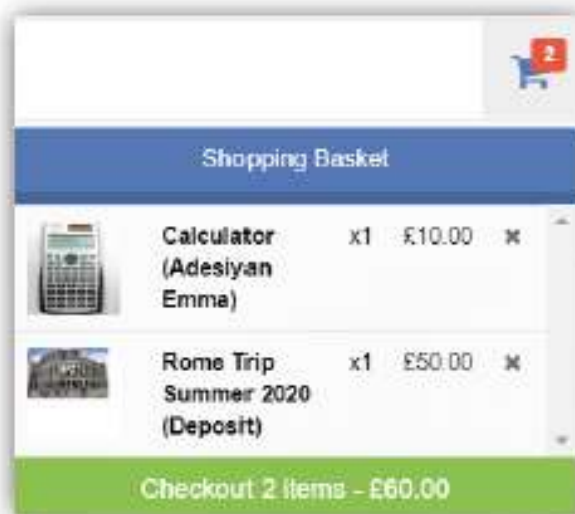
To find out more about an item simply mouse over and click on the **More Info** button, this will display the information the school have created for the item.



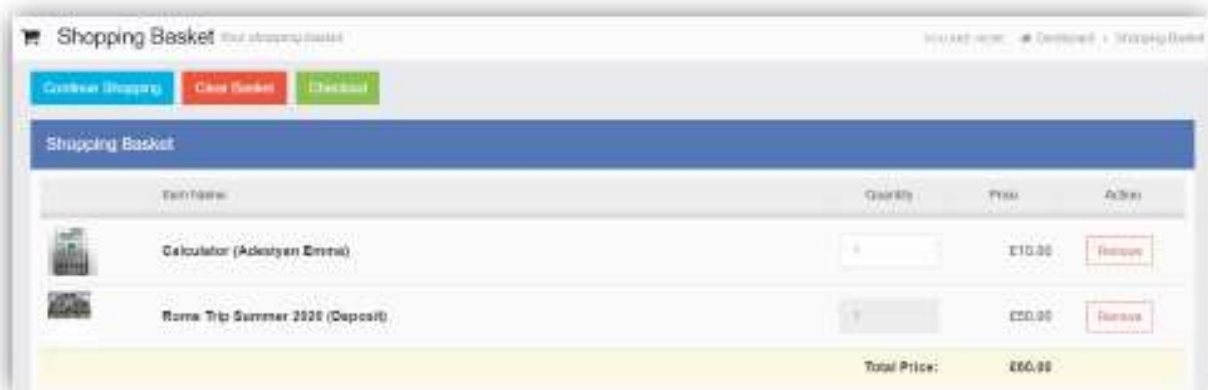
If you want to purchase an item it is just like any Online Shopping page, just click on the **Add to Basket** button on the item/s you wish to buy. If the item to be purchased has the option for payment by Instalments you will be asked at this point how you want to pay this. Click on the **Add Deposit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



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

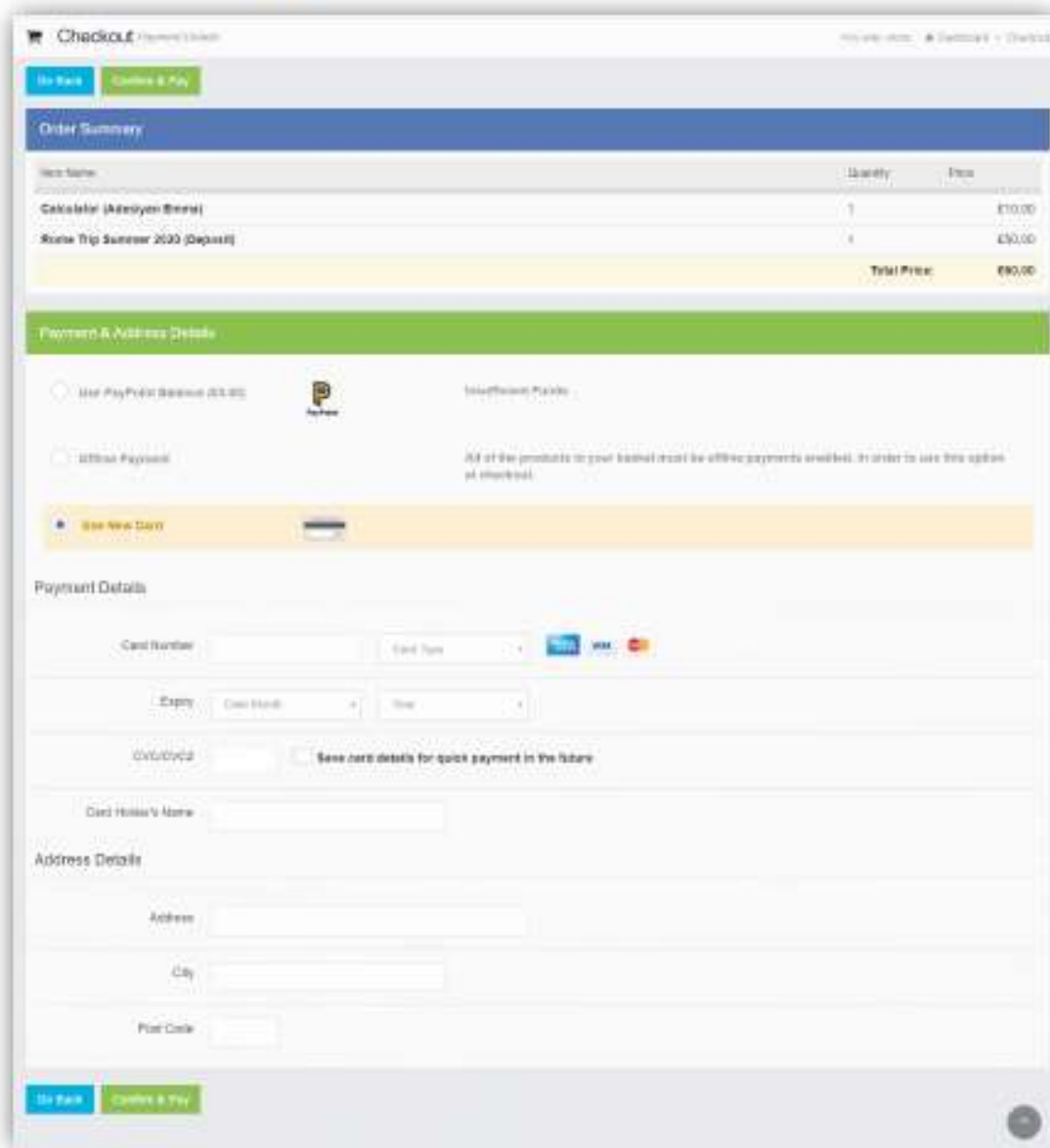


To remove items click on the **X** to the right of the item, to continue and make the **Purchase** click on the green **Checkout** button at the bottom. The items will be displayed again along with the **Student** name, if buying for siblings both names will be displayed.



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.




The screenshot shows a checkout page with the following sections:


- Order Summary:** A table listing items and their prices.
- Payment & Address Details:** A section with radio buttons for different payment methods.
- Payment Details:** A section with input fields for card information.
- Address Details:** A section with input fields for address information.

Item Name	Quantity	Price
Calculator (Abdoyen Binna)	1	£10.00
Roche Trip Summer 2020 (Deposit)	1	£50.00
Total Price:		£60.00



Payment & Address Details

Use PayPoint Balance (£5.00)  Maximum Points

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:  

Expire: /

CVC/CVV2: 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.



The screenshot shows a confirmation message with the following text:

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

Order ID: 40007-0000109 | Thankloc ID: 0A22A2F1-01B1-FA01-001D-020F5F33C1D1

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

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**.

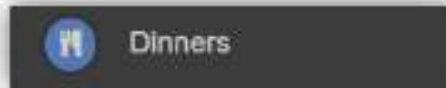


The system will automatically send you a reminder once your dinner balance goes below £1.50 (i.e. not enough to pay for another dinner). There is no need to reply to this. Just top up/pay for your dinners for a week (or more) in advance to avoid receiving these messages.

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 blue header widget titled "Dinner Detail" with a fork and knife icon and the subtitle "Emma's recent meals". It includes a "More" button in the top right corner. Below the header is 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" screen. At the top, it shows "Transactions between:" with date pickers for "01/01/2018" and "01/01/2019". Below this is a table with two sections. The first section has columns "Dinner Date", "Meal Detail", and "Cost". The second section has columns "Payment Date", "Payment Detail", and "Amount".

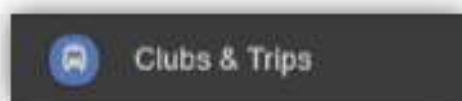
Dinner Date	Meal Detail	Cost
07/02/2020	Vegetarian	£0.00

Payment Date	Payment Detail	Amount
21/01/2020 11:06:18	Dinner Money Deposit for Emma Adasiyan	£3.00
21/01/2020 11:06:51	Dinner Money Deposit for Adasiyan Emma	£3.00

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.



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



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



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.

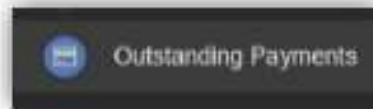


A Confirmation message will be given, click on the Proceed button to continue, the Club will then be added to the current Clubs section with the amount to be paid. Click on the Add to Basket button and pay for this in the normal way.

Club Name	Teacher	Next Session	Start Time	Rows	Cost/Status	
Chess Club	Mr B Armour	18/02/2020	19:00	021	£0.00	
Lacrosse	Mr C Taylor	21/02/2020	04:00		£0.00	
Movie Club	Mrs J Jarrod	21/02/2020	00:00		£10.00	
Red Hat Child Club	Ms C Andrews	04/03/2020	18:00	N90	-£88.00	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.

