

Baddow Hall Infant School
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Dear parent/carers,

When making a payment on Parent Pay add the items to the basket and complete the steps below for immediate payment.

1. Select **Other payment method** to use a debit or credit card.
2. Enter your card details.

The screenshot shows a 'Secure checkout' window with the title 'Your payment information'. It contains the following fields and elements:

- Card number:** A text input field with a grey bar on the right side.
- Cardholder name:** A text input field.
- Expiry date:** Two dropdown menus separated by a slash, with arrows indicating they can be expanded.
- CVV:** A text input field with an information icon (i) to its right.
- Why we need this information:** A link with a person icon and a question mark.
- Review payment:** A large blue button.
- Cancel:** A blue text link below the 'Review payment' button.

3. Select **Review payment**.
4. Confirm the payment if you are happy to proceed.
5. You will receive an onscreen confirmation message once complete.

If selecting 'One-Click Payments', please be advised that this method can take up to ten working days to collect funds from your bank account. Please ensure that you have sufficient funds in your bank account to cover your purchase when the money is collected rather than date of transaction on Parent Pay or the payment will fail.

Kind regards,

Baddow Hall Infant School

