

## Making Payments to school for Trips/Dinner money etc

Firstly, you will need your child's unique reference number, if you don't know this, please ask the school office.

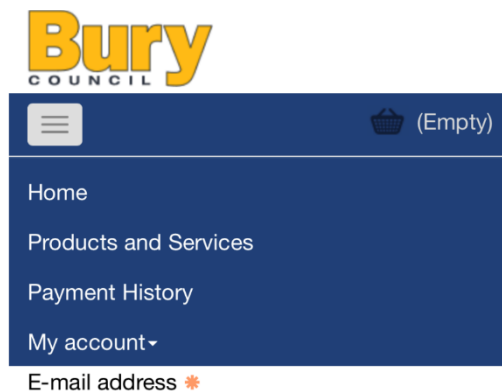
- 1) Go to this website to pay :-[www.bury.gov.uk/payforit](http://www.bury.gov.uk/payforit)

If you need more help here are some further instructions:-

- 1) Go to the above website
- 2) scroll down to Schools
- 3) click school payments
- 4) click make a payment to your child's school
- 5) Click box on left with 3 lines (see below)

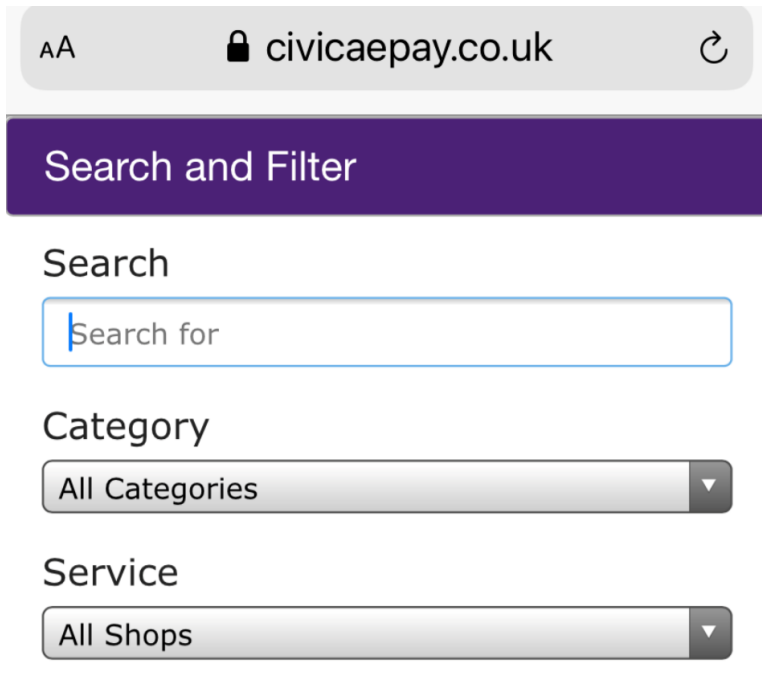


- 6) click products and services,



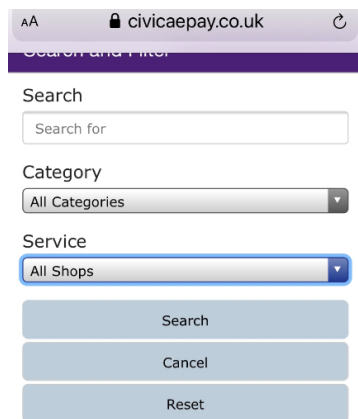
7) Click Filter

8) Click down arrow next to All Shops.

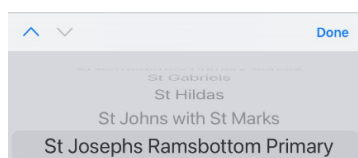


The screenshot shows the top of a mobile browser interface. The address bar displays 'AA', a lock icon, and the URL 'civicaepay.co.uk'. Below the address bar is a purple header with the text 'Search and Filter'. Underneath, there is a search bar with the placeholder text 'Search for'. Below the search bar are two dropdown menus: 'Category' with 'All Categories' selected, and 'Service' with 'All Shops' selected.

9) Select St Joseph's Ramsbottom



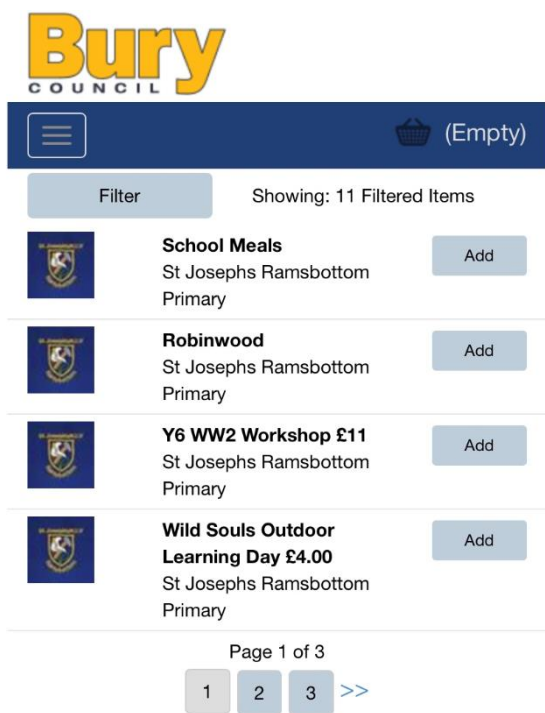
This screenshot shows the same interface as the previous one, but with the 'Service' dropdown menu open. The dropdown menu is highlighted with a blue border and shows a list of options: 'All Shops', 'St Gabriels', 'St Hildas', 'St Johns with St Marks', and 'St Josephs Ramsbottom Primary'. Below the dropdown menu are three buttons: 'Search', 'Cancel', and 'Reset'.



This screenshot shows the same interface as the previous one, but with the 'St Josephs Ramsbottom Primary' option selected in the dropdown menu. The option is highlighted with a grey background. The 'Done' button is visible in the top right corner of the dropdown menu.

And click search

9) You will now see this screen



Please pay under the correct link as directed by school. (please note there are several pages of links)

If you are unsure please call the school office on 01706 823645, Mrs Baker and Mrs Cooke will be happy to help)

\*\*\*These are instructions for paying using your mobile phone, it may differ slightly on a computer.\*\*\*