



13th July 2021

Dear Parent/Carer

WisePay – Online Payments System

Welcome to the Deanery High School from the school's Finance Team. We hope that we can help to make a smooth transition and provide you with some useful finance information.

At the Deanery High School, we use the online payment system WisePay. Login details for your child's account are enclosed, you just need to sign in and navigate around with the system and discover the benefits for yourself. Go to our school website for a link to the WisePay Payment Portal, as follows:

- Visit the Deanery CE High School website; <https://www.deanery.wigan.sch.uk>
- Scroll down to the menu on the left-hand side of the screen and select the option **Online Payments;**
- Select the option **Make an online payment;**
- Please enter your logon details; **using the details of which are attached to this letter**

WisePay can be used to top up your child's dinner card or to pay for trips, music lessons, revision guides, etc. There are numerous benefits to using this system:

- It is quick, safe and easy to use
- Payments can be made when the school is closed
- You receive a receipt directly to your email address for every transaction you make
- Balances can be viewed 24/7
- Your own private account history is available at any time; ***you can even see what your child is buying from the dining hall!***
- No more searching for cash to give your child
- No queuing at the machines for your child to top up or at the cash office to pay monies in
- No worries about your child carrying money around school
- Trip and revision guide letters are available to download
- **It is safe and secure to use** - neither WisePay nor the school can see or has access to any of your card details.

Once your account is setup, you can merge the accounts if your child has a sibling already at the Deanery High School.

WisePay School App

WisePay have been working in the background to improve the app experience and make managing your school payments even easier. Parents can now top up specific amounts, complete transactions, view messages and manage bookings all inside the app.

Once you have set up / registered your account on the computer, you have the option to set up your account using the WisePay app.

Before using the app, please ensure that you have first registered your account through the WisePay website.

Please find attached, a leaflet that shows you how to install and get the app up and running, connecting this to your account.

If you have any problems at all accessing or using the system, the finance team are here to help from 8.00am until 4.00pm. **Please contact us on 01942 768801 and select either one of the following extension numbers; 1222, 1243 or 1268.**

Yours sincerely

Mrs McMullen
Senior Finance Officer