

Guidance for making an online payment for a school activity

To make a payment for a child/children please go to the following Website:

https://www.civicaepay.co.uk/Worcestershire/webpay_publicP4S/webpay/default.aspx or


Google: civicaepay Worcestershire and select 'Schools Accounts Payment'.

Step 1

Select the school from the drop down menu

Press 

Step 2

Select the item you wish to pay for from the drop down list. Press 

Step 3

Enter the pupil ID number in the pupil reference found on the card.

Step 4

Enter the pupils full name as it appears on the card

Step 5

Enter the amount you wish to pay.
(This must be entered with a decimal point)


You do not need to tick the Gift Aid box.

You do not need to enter an address at this stage

Step 6

Press 

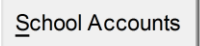
You will now see the activity and the amount in the list at the bottom of the screen.



Once you have a list of all the payments you wish to make and are happy with the total press 



You will now be directed to the card payment system where you can enter your debit/credit card details to finalise the payment.


You will be given a **Receipt Number** which is proof of payment
If you are not issued with a receipt number the transaction has not gone through.


School Accounts Payment
Please note - information on this page will time-out after 15 minutes of inactivity
* = Mandatory Field


Payment Type


School Accounts
Please select the school from the list.





Please select the item you wish to pay from the list.



Please enter a pupil reference



Pupils full name



Please enter the amount you wish to pay



☐ Gift Aid


Select address from list or enter details manually below.



Name



House No
OR House Name


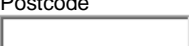


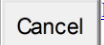
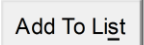
Street


Area


Town


County


Postcode


[Back to top](#)