

Internet Payments A Brief Guide

To make a payment to the school using the internet you will need to open up the school website address on www.longsutton.hants.sch and click on the link at the bottom of the page.

- From here you can “log-in” to your account using the User Name and Password supplied on the letter enclosed. The first time you log-in, you will be prompted to change the email address and password to one of your own choice.
- The screen will open up with your Child’s Account. If you have more than one child at school, you can select which child you are making the payment for.

You can now pick the items you want to pay for, which may include:

- School trip or visit
- School Uniform
- Dinner Money

When you have finished your selection you proceed to checkout. The items you wish to pay for will all be listed here.

- Select checkout to confirm your purchase. You will then be prompted to enter your address details and when you place the order you will be directed to the secure payment page where you enter your payment details.
- Once you have confirmed your payment, your order will be displayed and you will also receive an email to confirm the payment from your bank and also to confirm the items purchased.
- If you have ordered items to be collected from school (school uniform etc), these will be sent home via your child.

You can also use the system to check:-

- Previous online transactions
- Items purchased in school

If you need any further help or guidance, please do not hesitate to contact the school office.