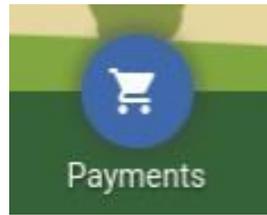


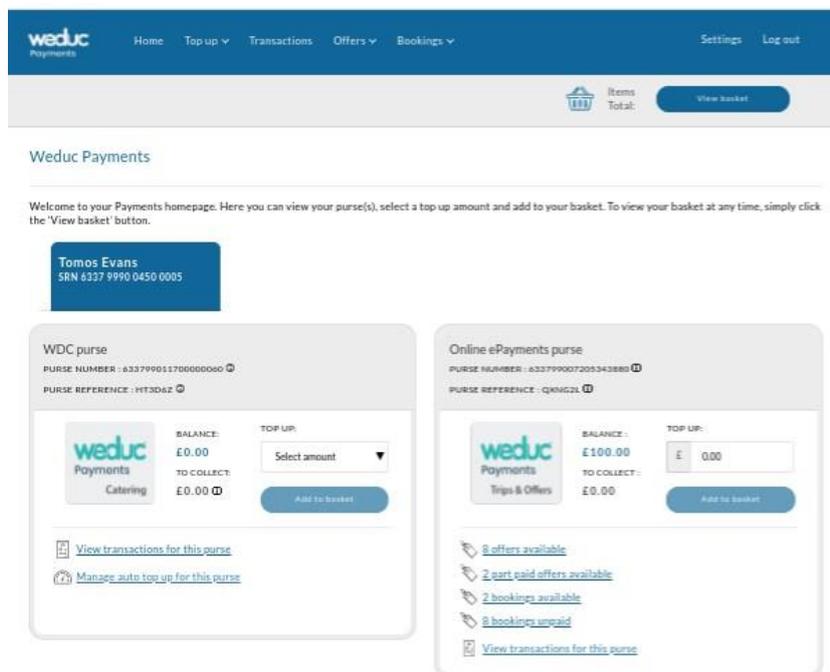
Accessing Weduc Payments

To access Weduc Payments, select the Payments globe from the navigation banner. **NB:** You will not need to register or activate a new account as this will have been done for you by the school.



Click this icon and select the child you wish to make a payment for. You will be signed into your account automatically.

Once you have logged in, you will be presented with the screen below. You are now signed into Weduc Payments.



weduc Payments

Home Top up Transactions Offers Bookings Settings Log out

Items Total: View basket

Weduc Payments

Welcome to your Payments homepage. Here you can view your purse(s), select a top up amount and add to your basket. To view your basket at any time, simply click the 'View basket' button.

Tomos Evans
SRN 6337 9990 0450 0005

WDC purse

PURSE NUMBER : 633799011700000000
PURSE REFERENCE : HT3D4Z

weduc Payments
Catering

BALANCE : £0.00
TO COLLECT : £0.00

TOP UP: Select amount

Add to basket

[View transactions for this purse](#)
[Manage auto top up for this purse](#)

Online ePayments purse

PURSE NUMBER : 633799007205343880
PURSE REFERENCE : QKNG2L

weduc Payments
Trips & Offers

BALANCE : £100.00
TO COLLECT : £0.00

TOP UP: £ 0.00

Add to basket

[8 offers available](#)
[2 part paid offers available](#)
[2 bookings available](#)
[8 bookings unpaid](#)
[View transactions for this purse](#)

Payments Purses

The purse on the left can be used to add money to cover the cost of your child's school meals.

The second purse on the right for everything else you might pay for in school (e.g. uniform, After School Club trips, tuition etc.)

The screenshot shows the 'weduc Payments' homepage. At the top, there is a navigation bar with 'Home', 'Top up', 'Transactions', 'Offers', and 'Bookings' menus, and 'Settings' and 'Log out' links. Below the navigation bar, there is a 'View basket' button. The main content area is titled 'Weduc Payments' and includes a welcome message. A user profile card for 'Tomos Evans' is visible. Two purses are displayed in red-bordered boxes:

- WDC purse:** PURSE NUMBER: 633799011700000000, PURSE REFERENCE: HT3D62. It shows a balance of £0.00 and a 'TO COLLECT' amount of £0.00. There is a 'TOP UP' section with a 'Select amount' dropdown and an 'Add to basket' button. Below the purse card are links for 'View transactions for this purse' and 'Manage auto top up for this purse'.
- Online ePayments purse:** PURSE NUMBER: 63379907205343880, PURSE REFERENCE: QH6CZL. It shows a balance of £100.00 and a 'TO COLLECT' amount of £0.00. There is a 'TOP UP' section with a text input field set to '£ 0.00' and an 'Add to basket' button. Below the purse card are links for '8 offers available', '2 part paid offers available', '2 bookings available', '8 bookings unpaid', and 'View transactions for this purse'.

Payment Options

Top Up

To top up your account enter the amount you would like to top up by and then click on 'Add to Basket' where you will checkout as normal. You will need to make sure that you top up the correct purse for either school meals or other items.

The image shows two side-by-side screenshots of the Weduc Payments interface. The left screenshot is for a 'WDC.purse' (Catering) with a balance of £0.00 and a 'TOP UP:' dropdown menu set to 'Select amount'. The right screenshot is for an 'Online ePayments purse' (Trips & Offers) with a balance of £0.00 and a 'TOP UP:' input field set to '£ 0.00'. Both screenshots have a red box highlighting the top-up selection area and an 'Add to basket' button. Below the top-up area, there are links for 'View transactions for this purse' and 'Manage auto top up for this purse'.

Auto Top Up

This feature is only applicable for school meals however you are able to set your account to automatically debit your payment card by a set amount when a spend cap is reached. To activate this, simply click Top Up at the top of your screen (PC) or in the side menu (Mobile/Tablet) and then Select Auto Top Up.

The image shows a screenshot of the Weduc Payments navigation bar. The 'Top up' menu item is highlighted with a red box. Below the navigation bar, there are three icons: 'Debit or Credit card', 'Auto top up' (highlighted with a red box), and 'Bank Transfer'.

You will need to select to enable Auto Top Up where you will see further options appear below. Here you can select which card to have funds taken from, minimum balance limit on your account and what to top up by when the balance reaches this limit then select save. To disable this feature, you will need to delete a payment card.

The image shows a screenshot of the Weduc Payments 'Auto Top Up' settings page. The page displays the 'WDC.purse' (Catering) with a balance of £0.00 and a status of 'DISABLED'. A red box highlights the 'AUTO TOP UP ENABLED' checkbox, which is checked. Below this, there are three dropdown menus: 'Select your payment card', 'When balance drops below', and 'Top up with'. A red box highlights the 'Save' button at the bottom right.

Transactions

Within transaction viewer you are able to see a history of all purchases made from your account. Your transaction history is never deleted and you and you can filter between purses by selecting from the drop-down menu.

WDC purse
PURSE NUMBER : 633799011700000086 ⓘ
PURSE REFERENCE : 83FPMA ⓘ



BALANCE:
£0.00

TO COLLECT:
£0.00 ⓘ

TOP UP:
Select amount ▼

Add to basket

[View transactions for this purse](#)

[Manage auto top up for this purse](#)

SELECT A PURSE:
WDC (633799011700000086) ▼

FILTER DATE FROM: FILTER DATE TO:

For offers such as school trips and clubs etc. you will be able to ensure you have paid for a trip to avoid making additional payments by mistake.

Tomos Evans
SRN 6337 9990 0450 0905

SELECT A PURSE:
Online ePayments (633799007205343880) ▼

FILTER DATE FROM: FILTER DATE TO:

Viewing transactions for Online ePayments purse

Transaction	Description	£ +/-	Type
Weduc Academy Test Site Mar 10, 2020 10:53	Breakfast Club - Site 1	+£0.00	Purchase
Weduc Academy Test Site Mar 10, 2020 10:50	Breakfast Club - Site 1	+£0.00	Purchase
Weduc Academy Test Site Mar 4, 2020 16:13	Breakfast Club - Site 1	+£0.00	Purchase

For both of these, you are able to download a CSV with all of the information should you need it. This will work on both mobile and PC but you will need an excel file viewer such as Microsoft Excel or Google Sheets in order to view the file.

Trip/Offer Payments

To make a payment for a school trip, uniform or tuition select 'x' offers available. (see below).

Online ePayments purse
PURSE NUMBER : 633799007205343880 ⓘ
PURSE REFERENCE : QXNG2L ⓘ

weduc
Payments
Trips & Offers

BALANCE : £100.00
TO COLLECT : £0.00

TOP UP:
£ 0.00

Add to basket

[8 offers available](#)
[2 part paid offers available](#)
[2 bookings available](#)
[8 bookings unpaid](#)
[View transactions for this purse](#)

Once selected, you will see the screen below which displays all offers available to your child. To pay for an item, select Add to basket on each item.

Tomos Evans
SRN 6337 9990 0450 0005

SELECT CATEGORY: All categories
SEARCH BY OFFER TITLE: Search for offer title

POSTED ON:	POSTED ON:	POSTED ON:	POSTED ON:
26/02/2020	27/02/2020	02/02/2020	03/02/2020
ski trip Price : £10.00 Quantity available: Unlimited	ski trip Price : £100.00 Quantity available: Unlimited	Ski Trip Price : £200.00 Quantity available: 10	Ski Trip Price : £200.00 Quantity available: 20
View details	View details	View details	View details
Add to basket	Add to basket	Add to basket	Add to basket
This offer does not expire	This offer does not expire	This offer does not expire	This offer does not expire

If an item allows payments in instalments, such as a school trip, you will be asked to choose whether you wish to make payment for the selected instalment or additional instalments too. Once your chosen option has been selected, click Add to Basket again and check out.

Make a payment

SKI TRIP	PRICE	QUANTITY	TOTAL
 Tomos Evans 633799007205343880	£10.00	1	£10.00

Pay for this offer using available purse funds

Cancel [Add to basket](#)

You'll also have the option to filter offers by category. This makes it easier for you to view and select which one you'd like to make a payment for should there be a number of offers available.

The screenshot displays a user profile for Tomos Evans (SRN 6337 9990 0450 0005) at the top left. Below it is a search bar labeled 'SEARCH BY OFFER TITLE' with a search button. A dropdown menu titled 'SELECT CATEGORY' is open, listing various categories such as 'Trips', 'Extra Curricular Lessons', 'Ad Hoc', 'School Meals', 'Beavers', 'Donations', 'Uniform', 'Ipad repairs', 'Breakfast Club', 'Year 7 Trip', and 'Test'. Below the search bar, there are four offer cards. Each card includes a 'View details' link, an 'Add to basket' button, and a note that 'This offer does not expire'. The offer cards are:

- Offer 1:** Posted on 27/02/2020. Price: £100.00. Quantity available: Unlimited.
- Offer 2:** Posted on 02/02/2020. Price: £200.00. Quantity available: 10.
- Offer 3:** Posted on 03/02/2020. Price: £200.00. Quantity available: 20.

Club Bookings

Individual Sessions

To book an after school club place, click on 'x' bookings available.

Online ePayments purse
PURSE NUMBER : 633799007205343880 ⓘ
PURSE REFERENCE : QXNG2L ⓘ

weduc
Payments
Trips & Offers

BALANCE : £100.00
TO COLLECT : £0.00

TOP UP:
£ 0.00

Add to basket

[8 offers available](#)
[2 part paid offers available](#)
[2 bookings available](#)
[8 bookings unpaid](#)
[View transactions for this purse](#)

Here you will see after school club as an option. Select View to the right to book this for your child.

Tomos Evans
SRN 6337 9990 0450 0005

Select category
All categories

Booking details	Start & end dates	More
Breakfast Club Breakfast Club	30/03/2020 - 17/07/2020	View
Breakfast Club - Site 1 Breakfast Club	04/03/2020 - Ongoing	View

Previous 1 Next

You will be taken to a new page where you can select which days and sessions you would like your child to attend. You can add as many slots to your basket as you like and as far in advance as the school allows. **NB:** Should you need to cancel a slot; you will need to contact office2@fairchildes.croydon.sch.uk

Breakfast Club
Description: Breakfast Club
Booking Category: Diners
Date range: 30/03/2020 - 17/07/2020
Total sessions: 37

Book slots individually | Book slots in bulk

Use the slot selector below to select which booking slots you want to add to your basket.

Sunday 17 May	Monday 18 May	Tuesday 19 May	Wednesday 20 May	Thursday 21 May	Friday 22 May	Saturday 23 May
No slots	No slots	No slots	No slots	07:30 - 08:30 £9.00	07:30 - 08:30 £9.00	No slots

Next Week

Multiple Sessions

You can also bulk book sessions for the entire term etc. in advance. To do this, start by selecting the tab labelled Book Slots in Bulk then select the date range you wish to book between using the date selector. **NB:** If different sessions are available, you will be asked to select which session you wish to book for.

Breakfast Club
Description
Breakfast Club

Booking Category: Dinners Date range: 30/03/2020 - 17/07/2020 Total sessions: 37

Book slots individually **Book slots in bulk**

Select a date range using the date pickers below and click add to basket to add all of the slots in this range to your basket.

20/05/2020 / 20/05/2020 [Add to basket](#)

After selecting add to basket you will receive a breakdown of which sessions you are about to book and pay for. To confirm your selection, click Add to Basket then checkout as usual.

Confirm Booking Slots



Are you sure?

Available booking slots, between the selected dates, will be added to your basket.

- Total Slots: **8 slots**
- Subtotal: **£ 0.00**

[Cancel](#) **[Add to Basket](#)**

Deleting a Payment Card

Deleting a card follows a simple process but is only applicable if you have saved cards in the system or set up Auto Top Up. To delete a payment card, select Settings from the top of your screen (PC) or from the side menu (Mobile/Tablet). Select My stored payment card then click Remove card on the right-hand side. This card is now deleted.

