

Kingswood Nursery School
Briar Road
Watford WD25 0DX
Hertfordshire

Nursery: 01923 672531
Pre-School: 01923 679500
www.kingswood.herts.sch.uk



Dear **Nursery** Parents & Carers

RE: WISEPAY – ONLINE BANKING SYSTEM – VOLUNTARY CONTRIBUTION/LUNCHCLUB/WRAPAROUND CARE

I am pleased to enclose your unique Account User Name and password for you to be able to access our online banking system WisePAY.

To access “WisePAY” you will need to logon to our website and on the front page, bottom left hand corner, please click on the WisePAY logo.

This will take you to the parent log in page where you will need to login using the unique user id and password which is enclosed, you can then change the password to something more memorable.

The following areas are available for you to pay online – **IF APPLICABLE**

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| Lunchclub & Wraparound | - Please click on “Clubs and Activities” |
| Voluntary Contribution (formally known as Snack) | - Please click on “School Manager” |

Please do not pay for any of the above in “Fees Payment Manager” as this is just for Pre-School Children

FROM SEPTEMBER 2017 – Cash Handling

If you choose to pay by cash or cheque you will need to post these in the black post boxes provided on the wall outside the main office or in the lobby by the Pre-School main door. These payments must be in a sealed, named envelope with clear instructions of what the payment represents.

Envelopes and pens will be provided in these area’s for your assistance.

The office staff or any other staff member will no longer handle cash over the counter. The post boxes will be emptied twice a day with any cash payments being recorded by one staff member and countersigned by another.

As you know we ask for a voluntary contribution for all funded children of £2 per week or £12 every half term.

IF you have opted to join our lunch club or wraparound care your invoice and our terms and conditions are attached

Please read the terms and conditions carefully as we will expect payment still to be made if your child is off sick and if you choose to take holiday during term time.

Payment of these invoices must be paid promptly within the first week of the month.

Should you have any queries please pop in or call the office we will be able to help you.

Kind Regards

Sam Godfrey
Sam Godfrey
School Secretary

