

## How do I buy an item from school? (From my computer)

If your school are using Payments, you will be able to see Payments as an option in your parent feed on either your computer or through the ParentMail App. If you have a notification, it means your school have invited you to pay for something, or have notified you of a new payment item which is now available for you to buy or pre-order. Please see the screenshot shown below:



Once in Payments, you will be able to view items “To Pay” or visit the “Shop”. Automatically, you will be in the “To Pay” page, as shown below:



Here will be able to view items which you are due to pay. Items here are divided into the following sections:

**Overdue Items:** These are items where a payment is overdue or you are below the low balance set for dinners.

**Upcoming Items:** These are items for which the due date is approaching within a week or two. This will also list items that need to be paid.

**Part Paid Items:** These are items for which a partial payment or subsidy has already been made. When you click into “Shop” you will be able to view items which your school have set up as available payment items, which you can buy at any time. Usually, you will find the payment item here.



Once you have found an item you want to purchase, simply click on it, and go through the options – such as quantity, size, colour etc.

**T shirt**

T shirt for primary students

**Recipient**

James Brierley

**Options**

Small - £10.00  
 Medium - £10.00  
 Large - £10.00

**Quantity**

2

**Total: £20.00**

You can then choose to 'Add to Basket' and continue shopping, or click 'Pay Now' to check out straight away.

You can view your basket at any time by clicking the basket icon in the top right hand corner. This will display all the items that you have added so far.

To make a payment, go to the Checkout screen where you will see a summary of the items you are buying, and available payment options. Please be aware, these payment options are decided by your school.

**Pay Now** **£40.00**

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Other ways to pay ▼

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**Order Summary**

Item	Total
1 x Dinners Bobby Bowls	£20.00
2 x T shirt James Brierley	£20.00
<b>Order Total:</b>	<b>£40.00</b>

Please choose your selected method of payment, then click confirm payment. You will then need to enter your payment details as you would with any online purchase.