



# King Charles I School

## Payments for Schools

### Payment Guidance



To make an online payment for a student at King Charles I School, visit our website: [www.kingcharlesschool.co.uk](http://www.kingcharlesschool.co.uk) and click the P4S icon:

#### Step 1 [Please select the school from the list..']

Select **King Charles 1 (4501)** from the first menu then press **Select**

*(HINT: Click in the box and type "K" to jump to the school)*

#### Step 2 [Please select the item you wish to pay for..]

Select the item you wish to pay for from the list then press **Select**

*Note: Information shown in this list will vary throughout the year as events occur. Please make sure you select the correct event for which you would like to make payment.*

#### Step 3 [Please enter a pupil reference]

Enter the unique P4S Pin for the student account you wish to make payment to. This has been sent out on a letter from school – if you have lost your Pin please contact:

[payments4schools@kingcharles1.worcs.sch.uk](mailto:payments4schools@kingcharles1.worcs.sch.uk)

#### Step 4 [Pupils full name]

Enter the student's full name

#### Step 5 [Please enter the amount you wish to pay]

Enter the amount you wish to pay (this must be entered with a decimal point but a £ sign is not necessary)

#### **Gift Aid: Do not tick this**

#### Step 6 [Select address from list and click Select button, or enter details manually below]

Enter your address details.

*Note: Once an address has been entered it will appear in the drop down menu, which can be used if you are making several payments for other events or students. However, this information will be lost if you close your web browser.*

#### Step 7

Once you have completed Steps 1-6 **Add to List**.

You will now see the details you have entered appear in the Payment Review list.

You may want to make payment for another event or student. To add these to the Payment Review section, click **Back to Top** and follow Steps 1 to 6 again.

Once you have created a list of all payments you wish to make select **Pay** which will redirect you to the secure card payment system. Follow the instructions to make a payment. Once payment is complete you will be given a Receipt Number. This must be written on the trip or event paperwork reply slip as proof of payment.

Page shortcuts  
Payment Entry Payment Review

### School Accounts Payment

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

Payment Type	School Accounts
School Accounts	Please select the school from the list, and click 'Select' *
	Please select the item you wish to pay for from the list, and click 'Select' *
	Please enter a pupil reference *
	Pupils full name *
	Please enter the amount you wish to pay *
	<input type="checkbox"/> Gift Aid
	Select address from list and click Select button. Or enter details manually below.
	--- Select Address ---
	Name *
	House No * OR House Name *

**Note: The Payments for Schools Service is provided by Civica and securely hosted by Worcestershire County Council**