



## Making Payments for Educational Visits

Payments for Educational Visits should be made online via sQuid

All parents should be able to access the sQuid system at <https://portal.squidcard.com/LoginPortal> by using the login details provided by the school.

Please note cash **CAN NOT** be loaded through our machine located in the buttry to pay for educational visits. Any cash loaded into these machines will automatically be added to your child's dinner money account.

If you are having problems logging into the sQuid system you can reset your password by entering your username and using the 'Forgotten Password' option. If you have forgotten your username or are still having problems, please contact me.

Once you have logged into the sQuid system you will see details for each child you have associated to your account. Please select 'Trips and Offers' underneath the relevant child, you should now see a link with offers available. Follow the on-screen instructions to add item(s) to your basket and checkout as you would when purchasing anything online.

When making payment for a day visit via sQuid you will be asked to agree to the terms stated in the information section. If you do not agree to any of these terms (e.g. photo consent), please notify us of this.

Emergency contact details for the visit will be taken from our computer system; please ensure these are kept up to date.

For international or residential visits which can be paid by instalment payments, any payments made will automatically reduce the final balance of the visit. Additional payments outside of the original payment schedule can be made at any time to reduce this balance.

Payments for visits can also be made by cheque or cash. The payment will need to be made via reception and brought in by a parent/carer in an envelope clearly marked with your child's name, mentor group, amount enclosed and which visit the payment is for. The correct payment will need to be included as no change can be given. Please also include in the envelope a note to say that you give permission for your child to attend the visit.

If you have any queries regarding payments for visits or the sQuid system, please contact us at [Squid@wykhampark-aspirations.org](mailto:Squid@wykhampark-aspirations.org)