

Wisepay User Guide – Trips and Visits

Please note that the images used in this guide show what Wisepay looks like when accessed via an internet browser, these pages may look slightly different on the Wisepay App.

Step one – log in to Wisepay and click on ‘Trip and Visit Payments’.



The screenshot displays the Wisepay website interface. At the top, a dark blue navigation bar contains the following links: [My Merged Accounts](#), [My Wise Account](#), [My Contact Information](#), [Change Password](#), [Log Out](#), and [Dashboard](#).

Below the navigation bar is a banner for the new Wisepay app. On the left, there is an image of a smartphone displaying the app. The main text of the banner reads "Download The New WisePay App". On the right, a green button contains the text "View organisation code here".

Below the banner are three main navigation options, each with a representative image and a label:

- Trip and Visit Payments**: Accompanied by an image of a red pushpin on a map. A large red arrow points to this button.
- School Shop**: Accompanied by an image of a row of colorful books.
- Register Interest**: Accompanied by an image of hands raised in a classroom.

Below these options is a "Highlights" section with three blue buttons:

- Voluntary Fund Contribution**
- Replacement Locker Key**
- International Women's Day - Tag Day, Friday 11th March 2022**

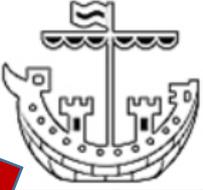
At the bottom of the page, there are logos for payment providers: **VISA**, **VISA Electron**, and **MasterCard**. To the right of these are logos for security and verification: **Verified by VISA**, **MasterCard SecureCode**, **digicert**, and **PCI Security Standards Council**.

The footer contains the following links: [Help Using WisePay ** NEW **](#), [Terms and Conditions](#), [Updated Privacy Policy](#), and [Cookie Information](#). Below these links, it states: "Powered by WisePay Software Services - Copyright © WisePay Software Services".

Step 2 – Select the trip that you want. You can click on the picture, the title of the trip or select ‘View Details’, these will all take you through to the trip payment page.

Home My Merged Accounts My Wise Account My Contact Information Change Password Log Out Dashboard << Back

Trips and Visits



Whitechapel - Wednesday 20th July 2022 £ Variable

Places still available : 30

[View Details](#)

[Help Using WisePay ** NEW **](#) [Terms and Conditions](#) [Updated Privacy Policy](#) [Cookie Information](#)

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Step 3 – You are now on the trip payment page, please read all of the information on this page, there may be extra information attached, for example the trip information letter. Any attached files will be highlighted in blue as you can see below:

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Whitechapel - Wednesday 20th July 2022



A Geography trip to Whitechapel in London will take place on Wednesday 20th July 2022. The aim of this trip is for pupils to experience the culture, developments and environment of Whitechapel to use in the ‘Changing Places’ topic of their distant place study. The trip will depart from school at 9:00am and will return to school at approximately 5:00pm.

Please ensure that your child either brings a packed lunch with them on the day of the trip, or some money to buy lunch in Whitechapel. This trip will take place outside, so please also ensure that your child brings waterproof clothing with them on the day of the trip and wears shoes appropriate for walking around London.

Trip permission forms are now electronic, please follow the link below to fill in the permission form for this trip.

> [Whitechapel - Wednesday 20th July 2022 - Parental Consent Form - PLEASE COMPLETE HERE](#)

> [Download Whitechapel Trip Letter](#)

Places still available : 30

Step 4 – Check that there are still places available on this trip. The number of places available is shown on the first section of the page under the trip information and any attached files.

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Trip permission forms are now electronic, please follow the link below to fill in the permission form for this trip.

> [Whitechapel - Wednesday 20th July 2022 - Parental Consent Form - PLEASE COMPLETE HERE](#)

> [Download Whitechapel Trip Letter](#)

Places still available : 30



Step 5 – If there are places available on this trip and you would like your child to take part please click on the online consent form. There will be a link to this form (highlighted in blue) above any attached files (as shown below).

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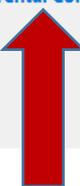
Please ensure that your child either brings a packed lunch with them on the day of the trip, or some money to buy lunch in Whitechapel. This trip will take place outside, so please also ensure that your child brings waterproof clothing with them on the day of the trip and wears shoes appropriate for walking around London.

Trip permission forms are now electronic, please follow the link below to fill in the permission form for this trip.

> [Whitechapel - Wednesday 20th July 2022 - Parental Consent Form - PLEASE COMPLETE HERE](#)

> [Download Whitechapel Trip Letter](#)

Places still available : 30



Step 6 – The consent form will now open in a pop up window. Please fill in every section, double check your answers and then click the ‘Save Details’ button at the bottom of the page to submit the form. Please make sure that you have checked your answers before saving because you cannot change your details after you have submitted them.

The consent form will look something like this. The arrow at the bottom indicates the ‘Save Details’ Button, which will be highlighted blue when the form has been completed and is ready for you to submit.

Whitechapel - Wednesday 20th July 2022 - Parental Consent Form - PLEASE COMPLETE HERE
Please note that this form must be completed in order for your child to take part in this trip.

Parent/Carer consent I give my permission for my child to take part in this trip.

Medical Permission I give permission for my child to be given medical attention if necessary and agree with the other points in the medical policy below.
Should the necessity arise, I agree to the persons in charge of the party giving consent on my behalf for an anesthetic to be administered, or for any other medical treatment to be given. I agree to the School providing relevant medical information to the Centre/Host Family. I take responsibility for alerting the organiser that this is necessary and shall ensure that up to date medical information is provided before the trip commences.

Medical/Access/Dietary Requirements
Does your child have any special medical needs or dietary requirements? Please give details above. Please inform the group leader as soon as possible of any changes in medical or other circumstances prior to the visit.

Name of Emergency Contact Person
Please name a person that we can contact in the event of an emergency. Please make sure that this person will be contactable for the duration of the trip.

Emergency Contact Telephone Number
Please make sure that the the emergency contact person can be contacted at this number for the duration of this trip.

Permission for photographs and video recording I give my permission
I understand that photographs/video may be taken during the activities on this visit and I give my consent for my child to be photographed/ videoed on this occasion.

Responsibility to inform the school if unable to attend I understand and agree that I will contact the school if my child is unable to attend this trip.
I acknowledge that if my child is unable to attend this trip due to illness or any other unforeseen circumstance, it is my responsibility to inform the school.

Cancellation Policy I have read and accept the cancellation policy below.
I accept that, should the outing have to be cancelled for reasons beyond the Schools control, including industrial action by outside agencies or adverse weather conditions, refunds will only be made in so far as the school can claim reimbursement.

Refund Policy I have read and accept the Refund Policy Below.
I also accept that, there the school has incurred prior costs, monies already paid as full or part payment will be non-refundable if a pupil wishes to withdraw voluntarily. The only exception to this rule will be for compassionate reasons, when the Principal will have full discretion over reimbursement.

Appropriate Behaviour I acknowledge the need for my child to be responsible and behave appropriately.

Protection of Personal Data and GDPR legislation
Folkestone School for Girls may ask you to provide personal data on this form. This data is stored by WisePay on behalf of Folkestone School for Girls, to meet the legal obligations of a contract between WisePay and Folkestone School for Girls. You are required to give your consent that this data can be processed by Folkestone School for Girls.

Your Consent I consent that this data can be processed by Folkestone School for Girls.

Please ensure all consent / agreement fields have been accepted.



Step 7 – Once you have ‘Saved Details’ you will receive a message to confirm that the form has been saved. The form itself will be shown below this message with your answers shown in green on the right hand side of the page. Once you are happy with this click on the ‘Close this window’ button and return to the main trip payment page.

Thank you, the form has been saved with the data displayed below.



Parent/Carer consent

Medical Permission

Should the necessity arise, I agree to the persons in charge of the party giving consent on my behalf for an anesthetic to be administered, or for any other medical treatment to be given. I agree to the School providing relevant medical information to the Centre/Host Family. I take responsibility for alerting the organiser that this is necessary and shall ensure that up to date medical information is provided before the trip commences.

Medical/Access/Dietary Requirements

Does your child have any special medical needs or dietary requirements? Please give details above. Please inform the group leader as soon as possible of any changes in medical or other circumstances prior to the visit.

I give my permission for my child to tal

I give permission

None

Step 8 – Please scroll down to the second section of the trip payment page and select the relevant cost option for you. Please do this even if the trip is free.

> [Whitechapel - Wednesday 20th July 2022 - Parental Consent Form - PLEASE COMPLETE HERE](#)

> [Download Whitechapel Trip Letter](#)

Places still available : 30

Price - £ 19.00

(The price will be calculated based on the options you select below)

- £ 19.00 - Contribution to trip cost in accordance with the school's charging policy.
- £ 0.00 - My child is in receipt of a school bursary and would like to use it to cover the cost of this trip

I agree that I have filled in the trip permission form via the link above.

Yes, I agree.

Please note that your child will not be able to attend this trip unless you have filled in this form.

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Yes, I consent for this data to be processed by Folkestone School for Girls

Price - £ 19.00

(The price will be calculated based on the options you select above)

Please agree to the required fields.

Step 9 – Please read and tick the boxes to say that you agree to any remaining sections on the payment page, these may vary from trip to trip, but there will always be one to state that you have filled in the trip consent form and one to say that you agree with the school and Wisepay (on the schools behalf) collecting your data for the purposes of this trip.

Price - £ 19.00
(The price will be calculated based on the options you select below)

£ 19.00 - Contribution to trip cost in accordance with the school's charging policy.

£ 0.00 - My child is in receipt of a school bursary and would like to use it to cover the cost of this trip

I agree that I have filled in the trip permission form via the link above.

Yes, I agree.
Please note that your child will not be able to attend this trip unless you have filled in this form.

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Yes, I consent for this data to be processed by Folkestone School for Girls

Price - £ 19.00
(The price will be calculated based on the options you select above)

Please agree to the required fields.

Step 10 – Once you have selected your payment option and agreed to the tick boxes, a purchase button will appear at the bottom right hand side of the page, where it previously said 'Please agree to the required fields.' Please click on this button.

I agree that I have filled in the trip permission form via the link above.

Yes, I agree.
Please note that your child will not be able to attend this trip unless you have filled in this form.

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Yes, I consent for this data to be processed by Folkestone School for Girls

Price - £ 19.00
(The price will be calculated based on the options you select above)

Purchase

Step 11 - The trip should now appear at the top of the page to show that it has been placed in your basket. There will be two buttons below it giving you the options to 'Continue Shopping' and 'Proceed to Checkout'. Please select one of these two options. Regardless of which option you choose please make sure that you go through the checkout process once you have finished shopping even if the trip/items that you are purchasing do not have a cost. This is important because if you do not go through the checkout and complete your purchase, Wisepay will not allocate your child a place on the trip even if you have completed the consent form. Once you have gone through the checkout you will receive an email to confirm that your purchase has gone through and that your child has been allocated a place on the trip.

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Item(s)	Student	Option	Quantity	Item Price	Shipping	VAT	Subtotal
 Whitechapel - Wednesday 20th July 2022		Contribution to trip cost in accordance with the school I agree that I have filled in the trip permission form via the link above. Yes Protection of Personal Data and GDPR legislation Yes GDPR	1 Delete	£19.00	£0.00	£0.00	£19.00
TOTAL							£19.00



If you do not receive your confirmation email or if you experience any problems with Wisepay, please contact the Finance Department either by email at finance@folkestonegirls.kent.sch.uk or by phone at 01303 251125 ext 251.