



Smithy Bridge Primary School

A FOUNDATION PRIMARY SCHOOL

Headteacher: Jane E George, B.Ed, M.Ed
Deputy Headteacher: Mark Brown, B.Sc, PGCE



September 16

Dear Parent / Guardian

Smithy Bridge Primary School operates a cashless payment system and all our payments are processed online via a company called Wisepay.

Payments for School Meals, After School & Breakfast Clubs, Music & Instrument Hire, School Trips Visits, and Milk & Fruit, After School Club Activities, Additional Nursery Sessions, some FOSBA products are all online.

Please go to our school website and click on to the WisePay logo which will take you to our online payment home page.



On the right hand side of our online payment home page you will find a login area. Please type in your personal User Name and Password to view your 'Wise Account' and make payments.

Username : As provided by the school (please see attached document)

Password : As provided by the school (please see attached document)

Once in your 'Wise Account' you can make payments for items allocated to your child, you can also change the password to something more familiar to you.

You can also view your payment history by clicking on the "my Wise Account" tab at the top right of the page.



The WisePay page will appear in a separate browser window or, if you use tabbed browsing, a new tab. To return to the Smithy Bridge School Website, simply close the Wisepay window or tab

To View Multiple Students Under One Account

If you should have more than one child at our school, you will receive a username and password for each child. You can either choose to keep each account separate (by using the usernames and passwords provided for each child) or you can view all your accounts under one master account.

To merge multiple accounts:

1. Log in to one of your Accounts (using your user name and password).
2. Click on the top bar called 'my Wise Account'. Go to 'Merge Student Accounts'.
3. Click on to the 'Merge Student Account' link at the bottom right of the page.
4. On the next screen, enter the username and password of one of your other children then press 'Find Student Account'.
5. If a matching student account is found, the student is displayed on the next screen with a 'Merge this Account' button. Pressing this button merges the account. A message will also appear to return to the 'my Wise Account' page.
6. Once a student account has been 'merged', in your 'my Wise Account' page, your child is listed as a link which allows you to switch to that account.
7. For subsequent visits to WisePay, you must login in with the first child's user name and password as that is now the master account.

Online Card payments legislation change:

WisePay has notified us that due to a recent change in legislation with online Card payments, separate transactions have to be made if payments are going into different bank accounts.

Please note when making payments via WisePay, items which are going to separate bank accounts will not complete at the shopping basket stage. Therefore, **you will need to Login more than once to make payments. For example: you will need to Login twice if you wish to pay for School Dinners and After School & Breakfast Club.**

The following information will help you when making payments for items. It shows which items can be selected together for the different bank accounts we have.

Account 1:

School Meals,
Music & Instrument Hire,
Additional Nursery sessions,
Milk & Fruit,
One Goal After School Club activities

Account 2:

After School & Breakfast Clubs.

Account 3:

School Trips: Kingswood, PGL,
other trips and visits organised during the school year.

Account 4:

Out of Hours Sports Activities, FOSBA Events, Donations

When we add any future products on Wisepay, we will indicate which other payments they can be processed with so that you can add correct items to your Wisepay shopping basket.

If you have any problems please contact Smithy Bridge Primary School,

Tel 01706 378083 Email office@sbs.rochdale.sch.uk

Kind regards
Miss Laura Powell
Administrator