weduc®

Smart Communication

A Parent Guide to Weduc Payments

Contents

Introduction
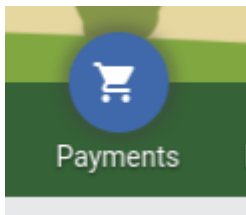
Welcome to Weduc Payments.

This area of the system has been created to make it easier than ever for you as a parent to keep up with payments to your child's school for everything from school meals to school trips to booking breakfast and after school club.

The system is powered by our partner sQuidcard and has been fully integrated to make everything as easy as possible for you as a parent.

Accessing Weduc Payments

Access to this couldn't be easier, you will not need to register or activate any additional account, the hard work has been done for you by the school.

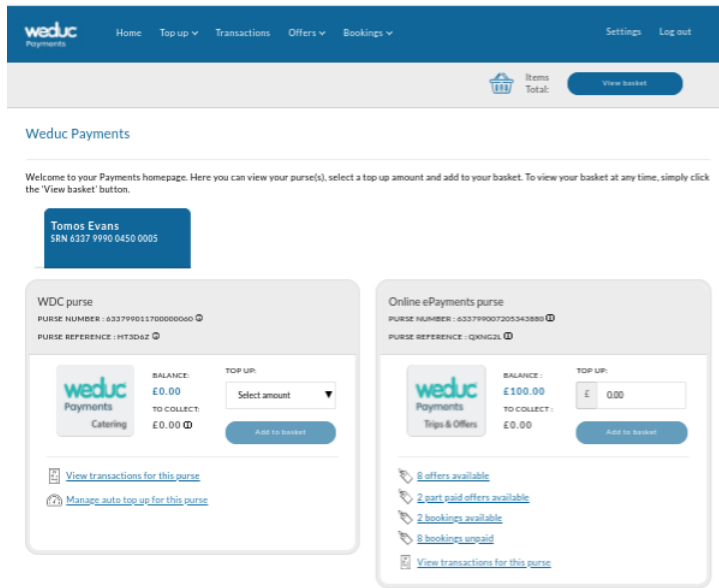You may have noticed by now that a new icon has appeared on your account that looks like the below;

Simply click this icon, then select the child you wish to make a payment for and you will be quickly signed into your account automatically.
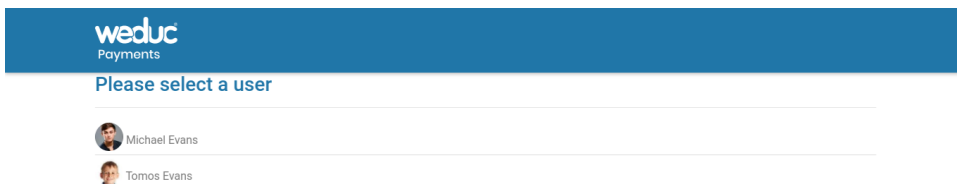
You should then see a screen similar to the below;

You are now signed into Weduc Payments.

Payments Purses

Depending on how your child's school is using the system will depend on which purses you see.

If the school is taking meal payments through the system you will see the purse on the left, this can be used to add money on to cover the cost of your child's school meals. If they are not, you will not see this part of the system to save any confusion for you.

The second purse on the right is for everything from Trips & Clubs through to Uniform and Stationary (should your child's school charge for this). You can add money onto this purse as a savings account for future trips and clubs if you wish.
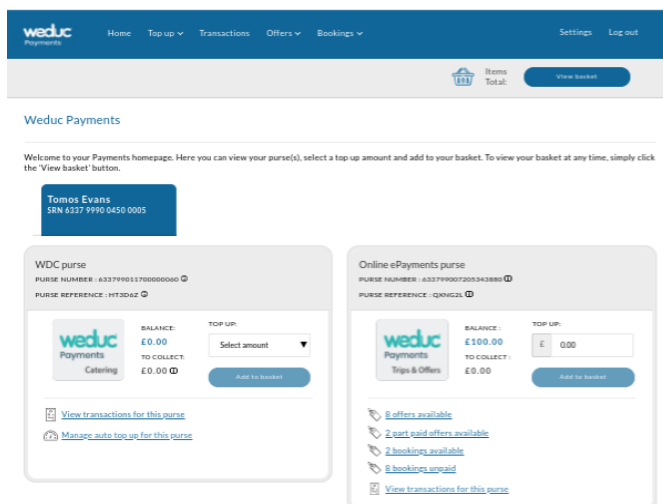
Payment Options

Card Payment

This is the most popular form of payment, with this you will simply just add a new item to your basket as you would with any other online shopping facility (Tesco, Amazon, etc). To do this, click where it says 'x' offers available.
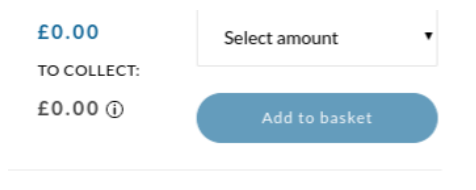
Once payment is complete, you will be able to see a full payment history on your app (see a later section for Transaction History)

Top Up

Topping up is a very simple process. Simply use the drop down boxes on your purses to select how much you wish to add.
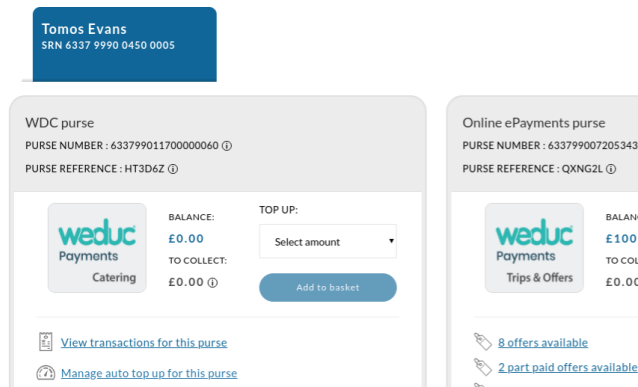
Once you've chosen your amount, click on 'Add to Basket'. You will then simply checkout as normal.
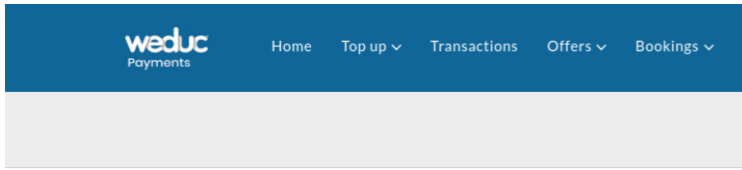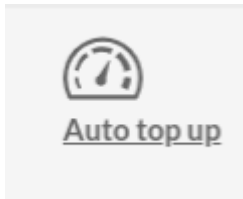

Auto Top Up

This feature is only applicable for school meals for your child however here you can set your account to automatically charge your card a set amount as a top up to ensure your child always has money for lunches.

To activate this, simply click 'Top Up' at the top of your screen (PC) or in the side menu (Mobile/Tablet).

Then Select 'Auto Top Up'

You will need to select to enable Auto Top Up where you will see further options appear below.

Here you can select which card to have funds taken from, minimum balance limit on your account and what to top up by when the balance reaches this limit.

Then hit save.

To turn off the Auto Top Up, see 'Delete a Saved Card'

Debit/Credit Card

This is your standard payment option that all online retailers will use.

To use this, simply choose what you wish to pay for as mentioned above and then simply enter your chosen card details to make payment.

All charges to your card will appear on your statement as sQuidcard.

Transactions

Here you can see everything and anything that has been purchased from your account.

There is no time limit here so nothing will ever be deleted from your account.

You will notice a drop-down box where you can swap between purses. This is to help you be able to focus on what your child is eating at school if needed.

For school meals, this may vary depending on your school's catering provider however generally you will be able to see what your child has eaten, when and how much this has cost you.

For offers (trips, clubs, etc) you will be able to ensure you have paid for a trip to avoid accidentally paying for it twice.

Viewing transactions for Online ePayments purse			X目 Download CSV
Balance : £100.00	To Collect : £0.00		
Transaction	Description	£ + / -	Type
Weduc Academy Test Site Mar 10, 2020 10:53	Breakfast Club - Site 1	+£0.00	Purchase
Weduc Academy Test Site Mar 10, 2020 10:50	Breakfast Club - Site 1	+£0.00	Purchase
Weduc Academy Test Site Mar 4, 2020	Breakfast Club - Site 1	+£0.00	Purchase

On either of these, you can download an Excel file with all the information on should you need it. This will work on both mobile and PC, but you will need an excel file viewer such as Microsoft Excel or Google Sheets to view the file.

X目 Download CSV
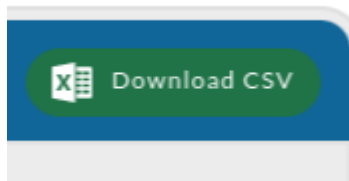
Trip/Offer Payments

Paying for trips, uniform, etc is just as easy, if not easier, than shopping on amazon.

On your offers purse, you may notice a link saying, 'X Offers available'. Click on this to see what payments are available for you.

Online ePayments purse
PURSE NUMBER : 6337990072053 43880 ⓘ
PURSE REFERENCE : QXNG2L ⓘ

weduc
Payments
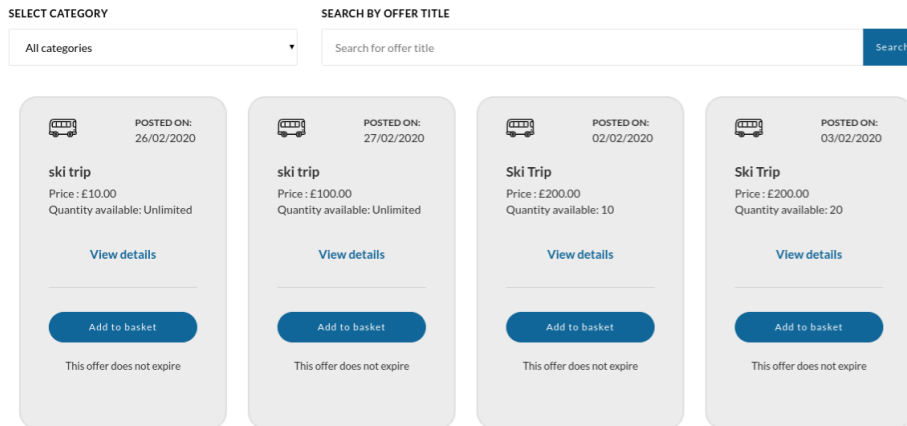Trips & Offers

BALANCE :
£100.00
TO COLLECT :
£0.00

TOP UP:
£ 0.00

Add to basket

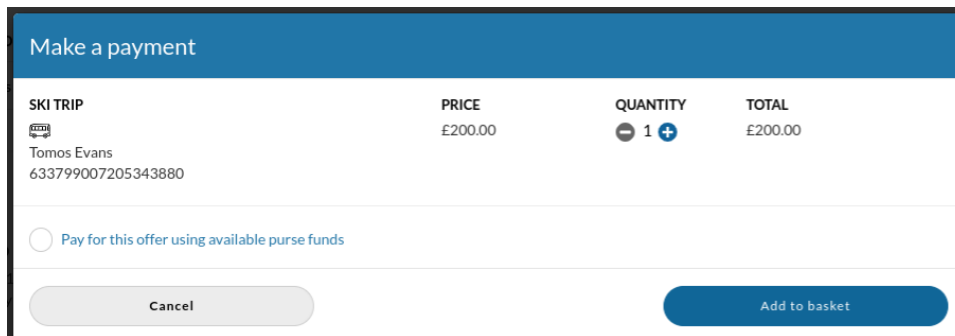🏷 8 offers available

You will then see a screen like below showing all offers that affect you and your child. To pay for an item, simply click 'Add to basket' on each item.


If there are instalments to be paid (such as a residential trip) you will then be given a window to choose whether you wish to just pay the due instalments or any future ones as well.

Then simply click 'Add to Basket' again and check out as usual.

You may also see a drop-down box; this is to help you if there are a lot of payments available (Usually occurs when uniform is available). Using this you can easily filter the options you see.
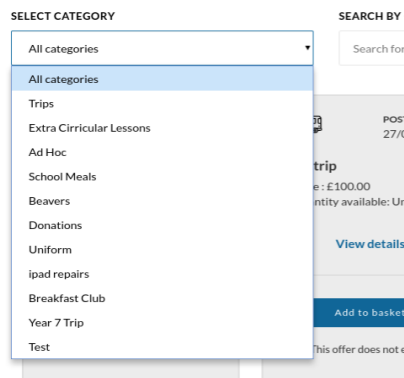
Club Bookings

Individual Sessions

If your child's school is accepting breakfast club and after school club bookings, you will likely see a section that says, 'x bookings available'. Click here to access the booking area.

Here you will see any clubs that are available for you to book your child in for, simply click on 'View' next to the club you wish to book for.

You will then see a screen like the below, here you can select which days and even sessions you would like your child to attend. You can add as many slots to your basket as you like and as far in advance as the school allows.

Should you need to cancel a slot, you will need to contact the school office.

Multiple Sessions

You also can bulk book sessions for the entire term, etc well in advance with very little effort.

To do this, start by selecting the tab labelled 'Book Slots in Bulk'.

Use the slot-selector below to select which booking slots you want to add to your basket.

Then select the date range you wish to book between using the easy calendar feature. If different sessions are available, you will be asked to select which session you wish to book for.
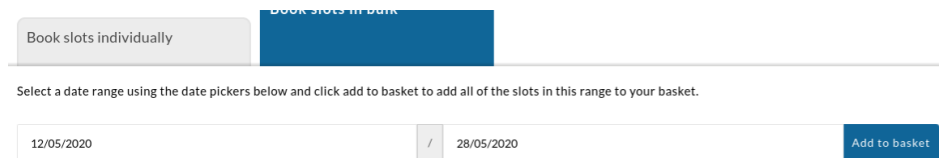
After clicking add to basket you will then receive a breakdown of what you are about to book and pay for.
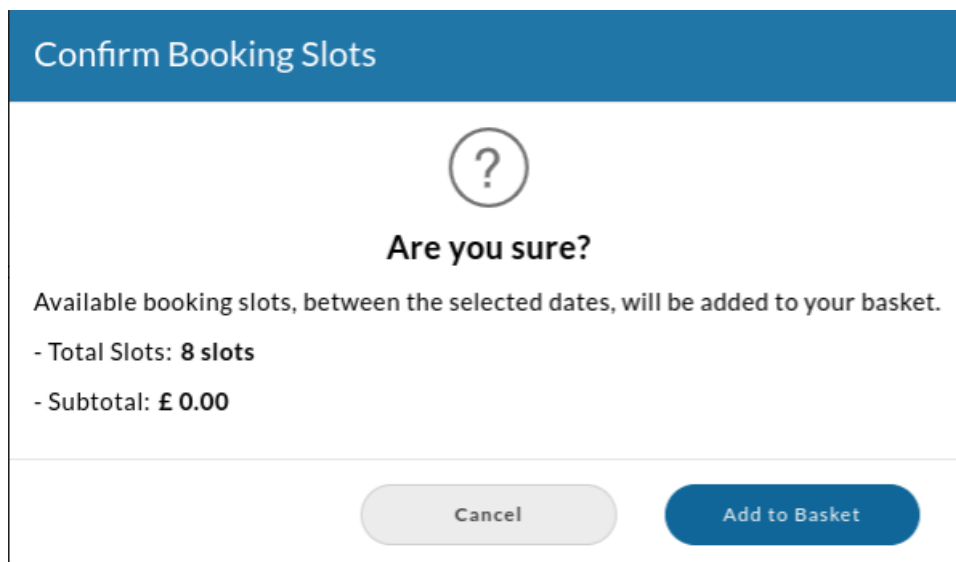
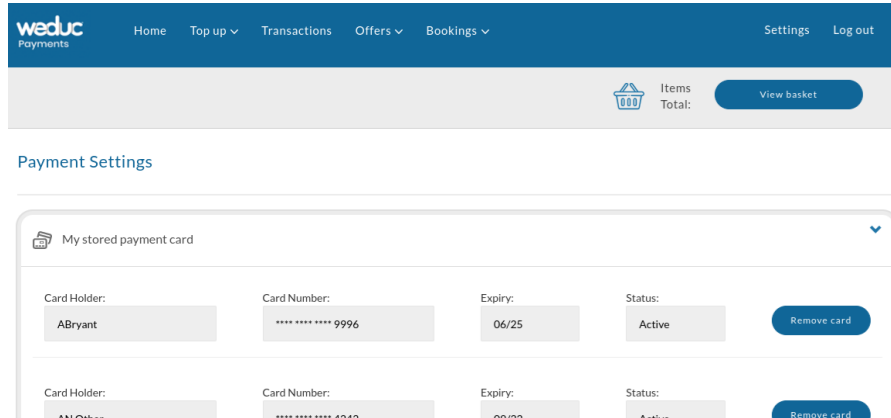To confirm simply click 'Add to Basket' then checkout as usual.

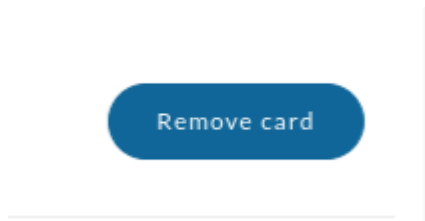## Deleting a Payment Card / Disable Auto Top Up

Deleting a card is very simple however only applies if you have saved a card in the system or set up an Auto Top Up.

To do this, select 'Settings' from the top of your screen (PC) or from the side menu (Mobile/Tablet)

Click on 'My Stored Payment Card' to expand this section.

Then click 'Remove Card' to the side to delete the card.

The card is now deleted and if you had Auto Top Up enabled, this will now stop.

Support

As always, the support team are more than happy to help in any way that they can. Should you require any support, please feel free to contact the team on any of the below methods Monday – Friday between 8am and 5:30pm.

Live Chat

Phone: 01509 221349

Email: support@weduc.com

Last Updated

Updated by: Head of Weduc Payments

Date: 12/8/2021