

Trip/Visit Payments

When you first log into MCAS, click on "Trips & Visits" located on the left side of the screen

The screenshot shows the MCAS dashboard for Notre Dame High School. The left sidebar contains a menu with 'Trips & Visits' highlighted by a blue arrow. The main dashboard area features several widgets: 'Dinner Detail' (recent meals), 'School Meals' (School Meals Balance Summary), 'Attendance' (Attendance at school?), 'Behaviour' (recent behaviour), 'Documents' (How is performing?), and 'Outstanding Payments'.

You will be taken to the following screen, which will display any Trips/Visits that the student is eligible to attend. You will need to select the trip that you want to make payment for

The screenshot shows the 'Trips & Visits' page for Mafeeha's upcoming trips. The left sidebar has 'Trips & Visits' highlighted by a blue arrow. The main area displays 'Mafeeha's Trips' with a message 'No upcoming trips were found.' Below this, there is a section for 'Available Trips' with a table listing one trip: 'Sports Day 2021'.

Trip Name	Teacher	Next Session	Weekday	Start Time	Duration	Cost	Spaces Available
Sports Day 2021	Miss J Nicholls	29/09/2021	Wed	09:30	240	£3.00	1100

Once the trip has been selected the following box will pop up. Check that the details are correct and then click "Add To Basket"

Club/Trip Detail -

Type:	Club	Main Teacher:	Miss J Nicholls
Club Name:	Sports Day 2021		
Description:	<input type="text" value="Sports Day 2021"/>		
Next Session:	Wed 29/09	Places:	1100
Start Time:	09:30	Spaces Available:	1100
Session Length:	240 mins	Total Cost:	£3.00

For most trips you will be required to give parental consent, you will not be able to proceed until the consent has been given. The consent box will pop up automatically once you have added your item to the basket. You will need to click on "Yes I give consent"

Club/Trip Detail -

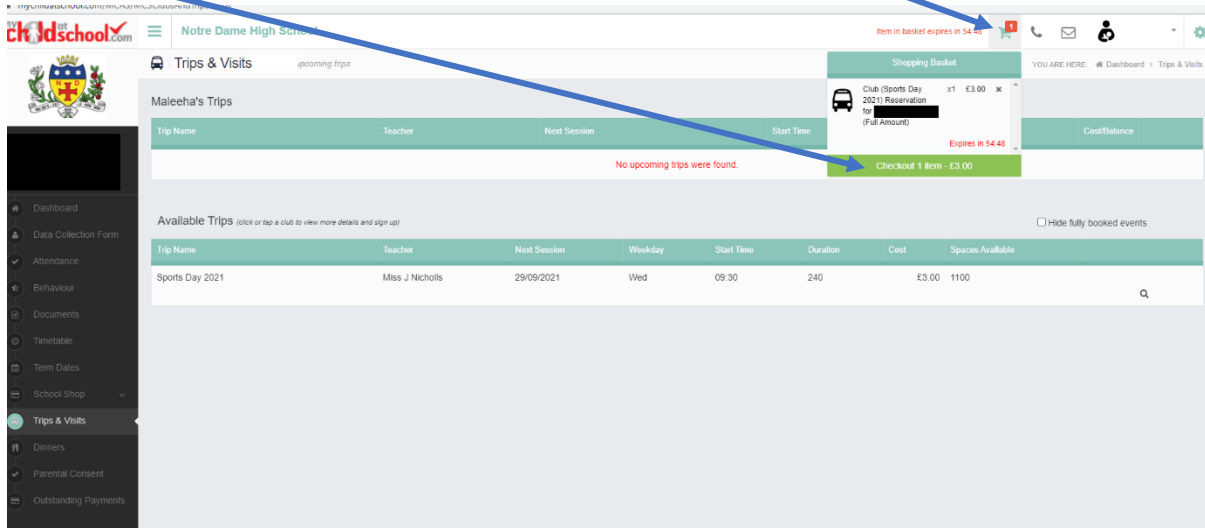
Type:	Club	Main Teacher:	Miss J Nicholls
Club Name:	Sports Day 2021		
Description:	<input type="text" value="Sports Day 2021"/>		
Next Session:	Wed 29/09	Places:	1100
Start Time:	09:30	Spaces Available:	1100
Session Length:	240		

Consent Required

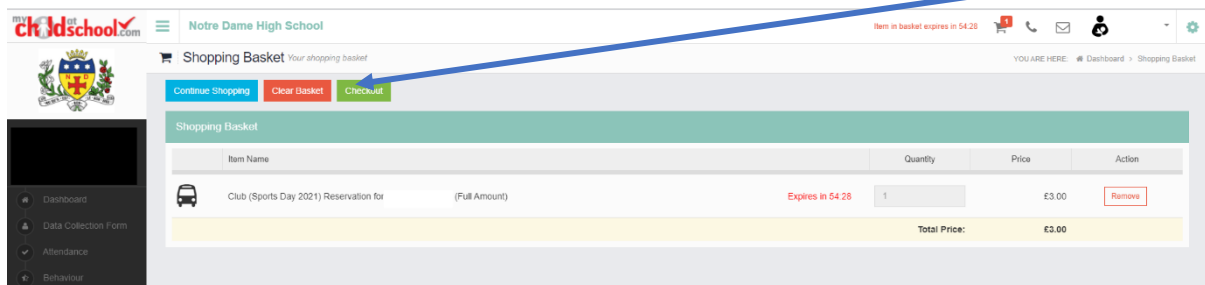
I give consent for my child to be considered for a place on this trip/visit. I understand that the school will consider my child's behaviour record and other relevant information before offering a place.

The item should now show in your basket. You can add multiple items from trips, school shop and school meal into the basket and make a single payment for everything.

Once you are satisfied that all the items you want to pay for are in the basket then click on checkout item



You will be taken to the next screen, again please check the basket to make sure that you are making the correct payment. If you are happy with the items in your basket then click on "Checkout"



You will then be taken to a page to input your payment details, once complete scroll down and select “Confirm & Pay”

ChildSchool.com | Notre Dame High School | Item in basket expires in 54:05

Checkout Payment Details

YOU ARE HERE: Dashboard > Checkout

Go Back Confirm & Pay

Order Summary

Item Name	Quantity	Price
Club (Sport Day 2021) Reservation for (Full Amount)	1	£3.00
		Total Price: £3.00

Payment & Address Details

Use New Card

Payment Details

Card Number Card Type

Expiry Date Month Year

CVC/CVC2 Save card details for quick payment in the future

Card Holder's Name

Address Details

Go Back Confirm & Pay

The transaction should now be complete. If you have any difficulties with this then please contact finance@notredame-high.co.uk