

## SPS – Main Program Features

**School Payments System (SPS)** is an Access / SQL database designed to manage and analyse all aspects of parent/carer payments for activities such as field trips & curriculum resources. Program features include:

- Managing payments (cash / cheque / BACS / subsidy / bursary / transfers etc)
- Fund transfers to subjects
- Payment reports & analysis – student / tutor group / year group / subject etc
- Student information & photos
- Print options e.g. payment receipts, address & name labels
- Email – student / staff and parent / carers e.g. payment receipts
- Mail merge letters

Most program features are available from the various sections of the **Main Menu** screen. For example:

### Payment transfers menu

The screenshot shows the 'Payment transfers menu' within the 'School Payments System 2016-17'. The interface is divided into three main sections. On the left is a sidebar for 'Mendip Heights Community School' with 'LOCAL Data' and user information. The central area contains a list of menu items: Payments, Payment Transfers (highlighted), Finance Reports, Department Reports, Student Reports, Year & Tutor Group Reports, Mail Merge & Email, Program Help Files, Admin Menu, and Exit. The right section contains 'Subject Fund Transfers', 'Import BACS Payments from Excel', and 'View Imported Payments Failures'. The footer displays copyright information, version 1610, and the date Friday 4 November 2016.

### Students menu

The screenshot shows the 'Students menu' within the 'School Payments System 2016-17'. The interface is divided into three main sections. On the left is a sidebar for 'Mendip Heights Community School' with 'LOCAL Data' and user information. The central area contains a list of menu items: Payments, Payment Transfers, Finance Reports, Department Reports, Student Reports (highlighted), Year & Tutor Group Reports, Mail Merge & Email, Program Help Files, Admin Menu, and Exit. The right section contains 'View Student Info', 'Payment Plan Info', 'Payment History (Individual Student)', 'Payment History (All Students)', 'Payment History (Students With Payments)', 'Payments (Students Over Paid)', 'Protected Payments', 'Contact Record', 'New Students', 'Student Leavers', 'Students With No Activity Costs', and 'Students With Payment Errors'. The footer displays copyright information, version 1610, and the date Friday 4 November 2016.

The **Admin Menu** screen contains additional items used by **SPS Managers** to manage the program:

## 1. Edit Payment Activities

This is used to enter details of curriculum activities for which parent/carer contributions are required. From the **Admin Menu**, select **Activity Cost Management** then **Edit Payment Activities**

Year	Subject ID	Subject	Activity	Cost	All Students In Year
7	Te	D+T	Contribution to cost of materials	£10.00	<input checked="" type="checkbox"/>
7	Ge	Geography	Rivers fieldwork (May / June)	£5.00	<input checked="" type="checkbox"/>
7	Hi	History	Caerleon Roman Fortress (Sept)	£5.00	<input checked="" type="checkbox"/>
7	Hi	History	Chepstow / Tintern fieldwork (May / June)	£6.00	<input checked="" type="checkbox"/>
8	Te	D+T	Contribution to cost of materials	£10.00	<input checked="" type="checkbox"/>
8	Ge	Geography	Farm visit fieldwork (Oct)	£5.00	<input checked="" type="checkbox"/>
8	Ge	Geography	Coasts fieldwork (June)	£7.00	<input checked="" type="checkbox"/>
8	Hi	History	Blaenavon fieldwork (May / June)	£6.00	<input checked="" type="checkbox"/>
9	Te	D+T	Contribution to cost of materials	£10.00	<input checked="" type="checkbox"/>
10	Af	Art (Fine)	A3 sketchbook / folders	£10.00	<input type="checkbox"/>
10	Te	D+T	Contribution to cost of materials	£10.00	<input type="checkbox"/>
10	Tx	D+T Textiles	Contribution to cost of materials	£10.00	<input type="checkbox"/>
10	Ge	Geography	GCSE fieldwork visit (June)	£8.00	<input type="checkbox"/>
10	Hi	History	GCSE coursework visit (Jan)	£22.00	<input type="checkbox"/>
11	Af	Art (Fine)	A3 sketchbook & A2 folder	£10.00	<input type="checkbox"/>
11	Te	D+T	Contribution to cost of materials	£10.00	<input type="checkbox"/>
11	Tx	D+T Textiles	Contribution to cost of materials	£10.00	<input type="checkbox"/>
11	Ge	Geography	Brean - GCSE fieldwork	£5.00	<input type="checkbox"/>
11	Hi	History	GCSE fieldwork	£9.00	<input type="checkbox"/>

Use the drop down lists to select the year group & subject then enter details of the activity. The final column should be ticked if all students in the year group are involved in this activity.

A printed report is also available.

## 2. Enter individual payments made by parents/carers

**Individual payments** by cash or cheque are entered by selecting **Payments** then **Enter Payments** from the **Main Menu** screen

The **student payments** form contains a summary of payment activities and costs together with details of the last payment made. Enter the payment details as shown below:

**Student Payments** [Close]

Surname: HOWARD Forename: Georgia  
Year: 8 Reg: BN  
Adno: 12899 Gender: F  
DOB: 09/10/2003 Date Arrived: 08/05/2016

**Activity Costs** Total activities: 4

Subject	ClassID	Teachers	Activity	Cost
Geography	08N/Ge2	SJ	Coasts fieldwork (June)	£7.00
Geography	08N/Ge2	SJ	Farm visit fieldwork (Oct)	£5.00
History	08N/Hi2	MRT	Blaenavon fieldwork (May / June)	£6.00
D+T	08N/Te5	KJ	Contribution to cost of materials	£10.00

Total Cost: £28.00

**New Payment Details**

New Payment: £5.00  
Payment Type: CH  
Cheque No.: 316204  
StaffID: CR

**Previous Payment Details**

Amount: £14.00  
Date: 23/09/2016  
Payment Type: BACS  
Payment Description: 12899 Georgia HOWARD 8BN

First Payment Due: 23/10/2016 Final Payment Due: 20/12/2016 Payment Plan? ☐

Find Student Student Info Print Record Print Receipt View Payment History View Contact Record

When the payment details are completed, you will be asked to confirm the payment.

New payment

? Save new payment for Georgia HOWARD 8BN?

Amount: £5.00  
Payment Type: Cheque  
Cheque No: 316204

Yes No

The payment totals are then updated & the latest payment is displayed:

**Student Payments** [Close]

Surname: HOWARD Forename: Georgia  
Year: 8 Reg: BN  
Adno: 12899 Gender: F  
DOB: 09/10/2003 Date Arrived: 08/05/2016

**Activity Costs** Total activities: 4

Subject	ClassID	Teachers	Activity	Cost
Geography	08N/Ge2	SJ	Coasts fieldwork (June)	£7.00
Geography	08N/Ge2	SJ	Farm visit fieldwork (Oct)	£5.00
History	08N/Hi2	MRT	Blaenavon fieldwork (May / June)	£6.00
D+T	08N/Te5	KJ	Contribution to cost of materials	£10.00

Total Cost: £28.00

**New Payment Details**

New Payment: £0.00  
Payment Type:   
StaffID: CR

**Previous Payment Details**

Amount: £5.00  
Date: 13/11/2016  
Payment Type: CH  
Payment Description: 12899 Georgia HOWARD 8BN

First Payment Due: 23/10/2016 Final Payment Due: 20/12/2016 Payment Plan? ☐

Find Student Student Info Print Record Print Receipt View Payment History View Contact Record

The student payments form can also be used to:

a) View student info

**Georgia HOWARD 8BN** 12899


*Student data on this page can NOT be edited. Any changes should be made in SIMS*

Surname	HOWARD			Photo	
Forename	Georgia			Photo not available	
Adno	12899	UPN	P802228703035		
Gender	F	DOB	09/10/2003		
Year	8	Reg	BN		
Date of arrival	08/05/2016	Leaving Date			
Parent	Mr and Mrs Bonner			Active?	<input checked="" type="checkbox"/>
Address	11519 Saville Crescent West Town BS27 8PG			In LEA Care?	<input type="checkbox"/>
Home Telephone	01724 612899			Eligible for FSM	<input type="checkbox"/>
Home email address	bobbie.flood@hotmail.co.uk			Pupil Premium	<input type="checkbox"/>

Find Student   Payment History   Enter New Payment   Send Letter   Send Email   Close

This form can also be used to send a letter or email to parents / carers.

b) Print a payment receipt

 **Mendip Heights Community School**

**Parent Payment Receipt**

**Georgia HOWARD 8BN**

Date:	13/11/2016
Payment ID:	2670
Amount Paid:	£5.00
Payment Type:	Cheque
Cheque Number:	316204
Total paid so far:	£19.00
Amount remaining:	£9.00
Staff Name:	Mr C RIDDINGTON

Received with thanks by Mendip Heights Community School

Please pay the remaining amount by: 20/12/2016

c) View payment history

**Payments History** *The payments history data is currently LOCKED* **Payments made:** 2

ID	Date	Payment Type	Amount Paid	StaffID	Cheque No	Info
2097	23/09/2016	BACS	£14.00	CR		12899 Georgia HOWARD 8BN
2670	13/11/2016	CH	£5.00	CR	316204	
* (New)						

Records: 1 of 2   Filter   No Filter   Search

d) View contact record

**Contact Record** *Enter details of any contacts made with parents / carers*

Date	StaffID	ContactMethod	Details
13/11/2016	CR	Phone	Confirmed cheque payment had cleared following concern by parent
* 13/11/2016	CR		

## e) Print a payment & contact record

**Student Payments** *Georgia HOWARD 8BN*

Adno	12899	Gender	F	Active?	<input checked="" type="checkbox"/>
Date Arrived	06/05/2016	Leaving Date		Payment Plan?	<input type="checkbox"/>

**Activity Costs :**

Subject	ClassID	Teachers	Activity	Cost
Geography	GBN/Ge1	SJ	Costs fieldwork (June)	£7.00
Geography	GBN/Ge2	SJ	Farm visit fieldwork (Oct)	£5.00
History	GBN/H12	MRT	Blenheims fieldwork (May / June)	£6.00
DHT	GBN/Te3	KJ	Contribution to cost of materials	£10.00
Total Cost				£28.00
Already Paid				£19.00
School Subsidy				£0.00
Total To Pay				£9.00
Fully Paid				<input type="checkbox"/>

**Payments History :**

Payment Date	Payment Type	Amount Paid	StaffID	Cheque No	Info
13/11/2016	CH	£5.00	CR	316204	
23/09/2016	BACS	£14.00	CR		12899 Georgia HOWARD 8BN

**Payment Contact Record :**

Date	StaffID	Contact Method	Details
13/11/2016	CR	Phone	Confirmed cheque payment had cleared following confirmation by parent

NOTE: the payments form is normally LOCKED to prevent unintended editing of payment records

At times, it may be necessary to edit existing payments where a mistake has been made or a cheque has 'bounced'. To do so, select **Payments** then **Edit Payments** from the **Main Menu** screen.

The student payments form opens in **EDIT** mode:

**Edit Student Payments** Close

Surname	ANDREWS	Forename	Luke
Year	7	Reg	PS
Adno	13180	Gender	M
DOB	01/05/2005	Date Arrived	03/09/2016

**Activity Costs** Total activities: 4

Subject	ClassID	Teachers	Activity	Cost
Geography	OTPS/Ge	KT	Rivers fieldwork (May / June)	£5.00
History	OTPS/H1	MRM	Chepstow / Tintern fieldwork (May / June)	£6.00
History	OTPS/H1	MRM	Caerleon Roman Fortress (Sept)	£5.00
DHT	OTXY/Te6	EJS/ALM	Contribution to cost of materials	£10.00
Total Cost				£26.00
Already Paid				£26.00
School Subsidy				£0.00
Total To Pay				£0.00

**Payments History** Payments made: 1


ID	Date	Payment Type	Amount Paid	StaffID	Cheque No	Info
2610	03/10/2016	BACS	£26.00	CR		13180 Luke ANDREWS 7PS
* (New)						

Record: 1 of 1 Search

Find Student Student Info Print Record Print Receipt Hide Payment History View Contact Record

Select the payment to be edited. A message box appears with 3 choices:

**Delete Payment Record?**

 Do you want to delete this payment record?

**WARNING: This action can NOT be reversed.**

Click YES to delete this payment record.  
OR ... click NO to edit this payment record.  
OR ... click CANCEL to keep this record.

Yes No Cancel

- Click **YES** to delete the payment record. Payment totals will be updated automatically
- Click **NO** to edit the payment record. The **Edit Payment** screen appears:

Edit the payment details and click **Save Changes**. Payment totals will be updated automatically

- Click **CANCEL** to keep the payment record without editing it

### 3. Import BACS payments

Many parents prefer to make payments online using **bank automated payments (BACS)**. These payments will then be credited to the designated bank account for the school.

In order to process these payments, bank statements are first **exported to Excel as a CSV file**. The export file will normally have 4 columns:

Date	Description	Amount	Balance
10/10/2016	12570 Stephen YOUNG 8EN	£28.00	£1,400.00
10/10/2016	12580 Mark WICKS 8MS	£28.00	£1,428.00
10/10/2016	12590 Rhianna WARD 8BN	£28.00	£1,456.00
10/10/2016	12610 Daisy SUTTON 8MS	£28.00	£1,484.00
10/10/2016	Caitlin SPRY 8QN	£28.00	£1,512.00
10/10/2016	12630 Harry SMALL 8BN	£28.00	£1,540.00
10/10/2016	12640 Scott SHEPPARD 8EN	£28.00	£1,568.00
10/10/2016	12650 Jimmy RICHARDSON 8QN	£28.00	£1,596.00
10/10/2016	12660 Becky PRESTON 8QN	£28.00	£1,624.00
10/10/2016	12670 Natasha PERRY 8MN	£28.00	£1,652.00

The **CSV** file is then imported into the program.

From the **Main Menu** screen, select **Payment Transfers** then **Import BACS Payments from Excel**.

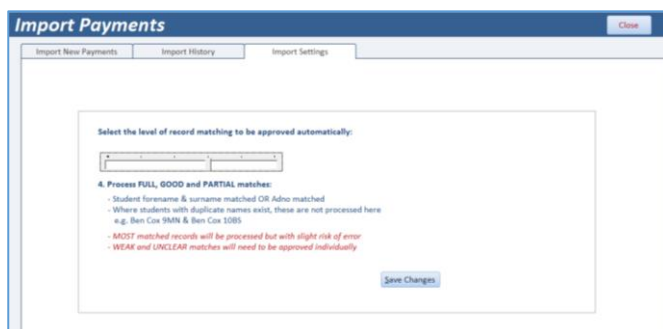
Select the **CSV** file to be imported then click **Import Data**:

The **Description** column will be used to match the payment to the correct student record.

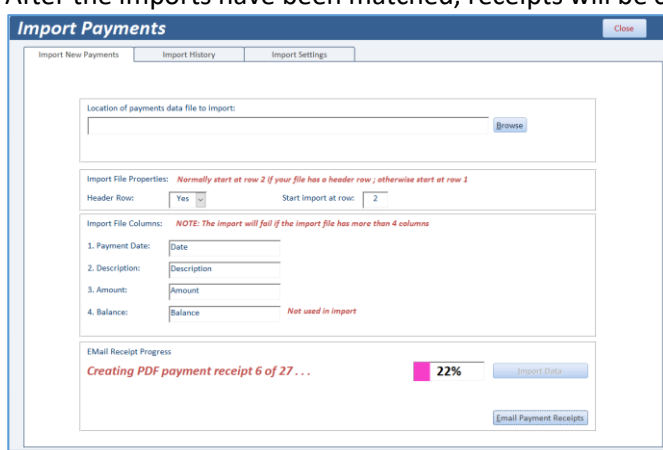
The program will check the payment reference for the student admission number, name and tutor group in order to make a match. Where the payment can be matched, it will be credited to the student record.

Where the payment cannot be matched with certainty, it will be rejected.  
Such records can then be checked manually and a decision made

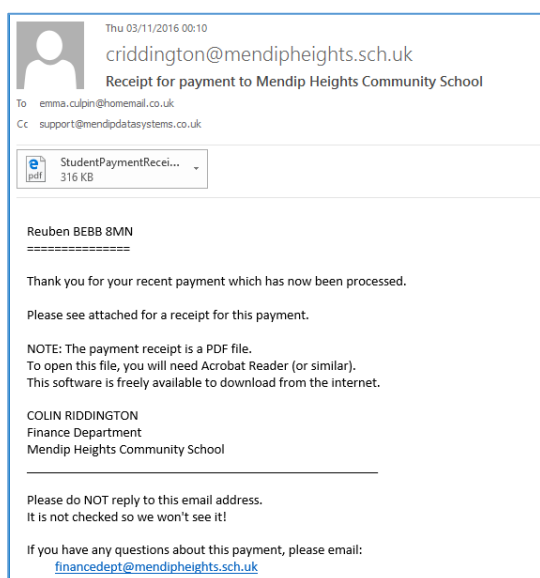
You can modify the level of record matching that is approved automatically:



After the imports have been matched, receipts will be created as PDF files:



By default, receipts will then be emailed as a PDF file attachment to parents & carers



A detailed explanation of the import payments process is available as a help file or in the program's user guide

#### 4. Transfer funds to subject areas

At appropriate intervals, funds should be transferred to subject capitation.

The amount to be transferred is obtained from **Payments Transfers** then **Subject Fund Transfers**.

Subject Fund Transfers					
2016-17: First payments collected : 04/09/2016			Subject funds last transferred : 26/10/2016		
Transfer Subject Funds		View Totals By Year & Subject		Print	
Date	Subject	Total Amount Due	Total Payments To Date	Total Already Transferred	Total Subject Payment For Transfer
13/11/2016	Art (Fine)	£750.00	£447.50	£437.50	£10.00
13/11/2016	Geography	£6,240.00	£4,452.84	£4,428.50	£24.34
13/11/2016	History	£7,562.00	£5,159.57	£5,134.50	£25.07
13/11/2016	D+T	£8,810.00	£6,216.79	£6,205.00	£11.79
13/11/2016	D+T Textiles	£360.00	£205.00	£205.00	£0.00

All payments should then be transferred to capitation funds using standard school procedures.

#### 5. Use reports to keep staff informed about the progress of payments for curriculum activities

A wide range of reports are available for finance staff / tutors / heads of years / heads of department etc. For example:

##### Total Payments to date summary

###### Parent Payments 2016-17 Total Costs + Payments Summary Based on payments to 13/11/2016

Payment Type	Description	Total Paid
BACS	Bank Automated Payment	£11,773.00
BU	Bursary	£46.50
CA	Cash	£2,373.00
CH	Cheque	£2,289.00
OLP	Online Payment	£0.00
OTH	Other - See student notes	£0.00
SU	School Subsidy	£591.00
TR	Transfer - See student notes	£0.00
Total Paid (All Areas)		£17,072.50
Total Amount Due		£23,722.00
% paid so far		71.97%

NOTE:  
1. TR = Total payments transferred from previous academic year  
2. TR = Total payments transferred to/from other areas during this year

##### Total Payments by date range

###### Total Payments Summary: ( 03/10/2016 to 21/10/2016 )

Date	Payment Type	Description	Total Amount Paid
03/10/2016	BACS	Bank Automated Payment	£720.00
10/10/2016	BACS	Bank Automated Payment	£784.00
Total Payments : ( 03/10/2016 to 21/10/2016 )			£1,504.00

###### Payment Types

Payment Type	Payment Description
BACS	Bank Automated Payment
BU	Bursary
CA	Cash
CH	Cheque
OLP	Online Payment
OTH	Other - See student notes
SU	School Subsidy
TR	Transfer - See student notes

##### Payments History by date range

###### Payment History - All Students - Between 03/10/2016 and 11/11/2016

Surname	Forename	Adm	Year	Reg	DOB	Gender	Date	Type	Amount
ANDREWS	Liam	1315	7	PS	01/05/2005	M	03/10/2016	BACS	£20.00
BAILEY	Joan	1316	8	EN	27/07/2004	M	03/10/2016	BACS	£20.00
BARNES	James	1317	7	MS	05/03/2005	M	03/10/2016	BACS	£20.00
BEN	Reuben	1318	8	MS	14/07/2004	M	03/10/2016	BACS	£20.00
BONNER	Ben	1319	7	ES	21/02/2005	M	03/10/2016	BACS	£20.00
BROOKLYN	Leah	1320	8	PS	20/03/2004	M	03/10/2016	BACS	£20.00
BROOKLYN	Leah	1321	8	MS	08/05/2004	M	03/10/2016	BACS	£20.00
BROOKLYN	Leah	1322	8	MS	08/05/2004	M	03/10/2016	BACS	£20.00
BURRISON	Harriet	1323	7	MS	29/09/2004	F	03/10/2016	BACS	£20.00
CARROLL	David	1324	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1325	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1326	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1327	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1328	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1329	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1330	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1331	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1332	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1333	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1334	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1335	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1336	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1337	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1338	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1339	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1340	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1341	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1342	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1343	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1344	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1345	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1346	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1347	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1348	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1349	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1350	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1351	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1352	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1353	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1354	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1355	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1356	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1357	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1358	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1359	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1360	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1361	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1362	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1363	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1364	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1365	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1366	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1367	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1368	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1369	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1370	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1371	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1372	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1373	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1374	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1375	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1376	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1377	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1378	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1379	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1380	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1381	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1382	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1383	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1384	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1385	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1386	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1387	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1388	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1389	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1390	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1391	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1392	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1393	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1394	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1395	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1396	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1397	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1398	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1399	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00
CARROLL	David	1400	8	MS	20/11/2003	M	03/10/2016	BACS	£20.00

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##### Total payments by year group

###### Total Payment Analysis By Year Group

Year	Total Cost	Already Paid	School subsidy	Total To Pay	% Paid	% Unpaid
7	£7,332.00	£5,434.00	£182.00	£1,716.00	76.80%	23.40%
8	£8,400.00	£6,165.00	£203.00	£2,032.00	78.91%	21.09%
9	£2,990.00	£1,925.00	£77.50	£967.50	66.9%	33.09%
10	£3,170.00	£1,999.00	£101.00	£1,070.00	66.08%	33.92%
11	£1,822.00	£955.50	£27.50	£839.00	54.12%	45.88%
TOTAL 5	£23,722.00	£16,481.50	£591.00	£6,649.50	71.97%	28.03%

NOTE: Totals include inactive pupils who have left during the year



## Payment activities summary

### Payment Activities for 2016-17

Year	SubjectID	Description	Activity	Cost	All Students in Year
7	Te	Dt	Contribution to cost of materials	£10.00	<input checked="" type="checkbox"/>
	Ge	Geography	Rivers fieldwork (May / June)	£5.00	<input checked="" type="checkbox"/>
	Hi	History	Caernon Roman Fortress (Sept)	£5.00	<input checked="" type="checkbox"/>
	Hi	History	Chepstow / Tintern fieldwork (May / June)	£6.00	<input checked="" type="checkbox"/>
8	Te	Dt	Contribution to cost of materials	£10.00	<input checked="" type="checkbox"/>
	Ge	Geography	Farm visit fieldwork (Oct)	£5.00	<input checked="" type="checkbox"/>
	Ge	Geography	Coasts fieldwork (June)	£7.00	<input checked="" type="checkbox"/>
	Hi	History	Blaenavon fieldwork (May / June)	£6.00	<input checked="" type="checkbox"/>
9	Te	Dt	Contribution to cost of materials	£10.00	<input checked="" type="checkbox"/>
10	AF	Art (Fine)	A3 Sketchbook / folders	£10.00	<input type="checkbox"/>
	Te	Dt	Contribution to cost of materials	£10.00	<input type="checkbox"/>
	Tx	Dt Textiles	Contribution to cost of materials	£10.00	<input type="checkbox"/>
	Ge	Geography	GCE fieldwork visit (June)	£6.00	<input type="checkbox"/>
	Hi	History	GCE coursework visit (Jan)	£21.00	<input type="checkbox"/>
11	AF	Art (Fine)	A3 sketchbook & A2 folder	£10.00	<input type="checkbox"/>
	Te	Dt	Contribution to cost of materials	£10.00	<input type="checkbox"/>
	Tx	Dt Textiles	Contribution to cost of materials	£10.00	<input type="checkbox"/>
	Ge	Geography	Brean - GCE fieldwork	£5.00	<input type="checkbox"/>
	Hi	History	GCE fieldwork	£9.00	<input type="checkbox"/>

## Total payments by year group & subject

### Total Payments By Year Group & Subject To 13/11/2016

Funds last transferred to subjects on : 26/10/2016

Year	Subject	Students	Total Amount Due	Total Paid To Date	Total Amount Already Transferred to Subjects	Total Amount Available For Transfer
7	Dt	282	£2,820.00	£1,090.00	£1,090.00	£0.00
	Geography	282	£1,410.00	£1,045.00	£1,045.00	£0.00
	History	282	£3,102.00	£2,299.00	£2,299.00	£0.00
	<b>Year 7 Totals</b>		<b>£7,332.00</b>	<b>£5,434.00</b>	<b>£5,434.00</b>	<b>£0.00</b>
8	Dt	300	£3,000.00	£2,201.79	£2,190.00	£11.79
	Geography	300	£3,600.00	£2,642.14	£2,628.00	£14.14
	History	300	£1,800.00	£1,321.07	£1,314.00	£7.07
	<b>Year 8 Totals</b>		<b>£8,400.00</b>	<b>£6,165.00</b>	<b>£6,156.00</b>	<b>£33.00</b>
9	Dt	299	£2,990.00	£1,925.00	£1,925.00	£0.00
	<b>Year 9 Totals</b>		<b>£2,990.00</b>	<b>£1,925.00</b>	<b>£1,925.00</b>	<b>£0.00</b>
10	Art (Fine)	32	£320.00	£225.00	£225.00	£0.00
	Dt Textiles	18	£180.00	£120.00	£120.00	£0.00
	Geography	90	£720.00	£488.00	£488.00	£0.00
	History	89	£1,838.00	£1,166.00	£1,166.00	£0.00
	<b>Year 10 Totals</b>		<b>£3,178.00</b>	<b>£1,999.00</b>	<b>£1,999.00</b>	<b>£0.00</b>
11	Art (Fine)	43	£430.00	£222.50	£212.50	£10.00
	Dt Textiles	18	£180.00	£85.00	£85.00	£0.00
	Geography	103	£510.00	£277.50	£267.50	£10.00
	History	78	£702.00	£373.50	£353.50	£18.00
	<b>Year 11 Totals</b>		<b>£1,822.00</b>	<b>£938.50</b>	<b>£916.40</b>	<b>£35.00</b>
	<b>Overall Totals</b>		<b>£23,722.00</b>	<b>£16,481.50</b>	<b>£16,410.50</b>	<b>£71.00</b>

## Payment History – Students with payments

### Payment History - Students with Payments

Surname	Forename	Adno	Year	Reg	DOB	Gender	Payment Date	Payment Type	Amount Paid
ATKINS	Alan	12872	8	BS	16/03/2004	M	25/09/2016	BACS	£28.00
ATTWOOD	Alice	11811	11	BS	15/12/2005	F	14/09/2016	CA	£5.00
ATKINSON	Charlie	13177	7	BS	02/11/2004	M	17/09/2016	BACS	£28.00
APLIN	Chloe	13179	7	EN	10/10/2004	F	23/09/2016	BACS	£13.00
AYDENK	Daniel	12871	8	MM	06/03/2004	M	14/09/2016	CA	£28.00
ABBOTT	Gwynne	13184	7	BN	08/02/2005	F	25/09/2016	BACS	£28.00
AWCHER	Gerome	12875	8	BN	08/07/2004	F	18/09/2016	SU	£7.00
ACKLAND	George	12878	8	MS	24/01/2004	F	01/10/2016	BACS	£14.00
APPLEBY	Georgia	12179	10	MM	09/12/2001	F	23/09/2016	BACS	£9.00
AUDLEY	Georgia	12175	10	BN	27/10/2001	F	18/09/2016	SU	£5.50
ASHEDUL BARI	Hannah	12873	8	QN	05/10/2003	F	18/09/2016	CH	£28.00
ASTON	Hannah	12534	9	MM	26/06/2003	F	24/09/2016	BACS	£10.00
APATA	Henry	12874	8	BS	11/12/2003	M	25/09/2016	BACS	£28.00
ASH	Henry	13178	7	QN	29/12/2004	M	02/10/2016	BACS	£13.00
ATKINSON	Jack	11813	11	BN	29/04/2001	M	16/09/2016	CH	£5.00
ALLEN	Kai	13181	7	BS	11/08/2005	M	14/09/2016	CA	£28.00
ANDREWS	Luke	13180	7	PS	01/05/2005	M	03/10/2016	BACS	£28.00
AYDENK	Matthew	12174	10	PN	08/06/2002	M	22/09/2016	BACS	£8.00
ADAMS	Mitchell	11817	11	BS	15/06/2001	M	17/09/2016	BACS	£5.00
AHMED	Rhys	12877	8	BS	15/08/2004	M	17/09/2016	BACS	£28.00
ALDRIDGE	Ruby	12536	9	BS	20/06/2003	F	30/09/2016	BACS	£5.00
ALDOUS	Ryan	13183	7	QS	13/02/2005	M	16/09/2016	CH	£28.00
ASHEDUL MUKTADIR	Sophie	12535	9	QN	25/05/2003	F	18/09/2016	SU	£2.50
ALLSWORTH	Yazmin	13182	7	PN	11/08/2005	F	25/09/2016	BACS	£28.00
BACKLER	Aaron	13175	7	PS	05/05/2005	M	18/09/2016	SU	£5.50
BROOKS	Aaron	11780	11	PN	17/03/2001	M	07/09/2016	SU	£2.25
BOHD	Abigail	11787	11	BS	01/08/2001	F	17/09/2016	BACS	£20.00

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## Payment summary by tutor group

### Payment Summary 2016-17: Tutor Group 8EN (Tutor TPB)

Surname	Forename	Year	Reg	Adno	DOB	Gender	Total Cost	Already Paid	Schoolsubsidy	Total to Pay	Fully paid?
BAILEY	Joel	8	EN	12870	27/07/2004	M	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>
BAILEY	Levi	8	EN	12869	10/04/2004	M	£28.00	£14.00	£0.00	£14.00	<input checked="" type="checkbox"/>
COLLINS	Hannah	8	EN	12822	18/01/2004	F	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>
COX	Kieron	8	EN	12813	01/03/2004	M	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>
CULLEN	Isaac	8	EN	12810	02/03/2004	M	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>
FERGUSON	John	8	EN	12788	09/09/2004	F	£28.00	£14.00	£0.00	£14.00	<input type="checkbox"/>
FRANCIS	Samuel	8	EN	12778	08/06/2004	M	£28.00	£14.00	£0.00	£14.00	<input type="checkbox"/>
GRIFFITHS	Holly	8	EN	12768	02/09/2004	F	£28.00	£14.00	£0.00	£14.00	<input type="checkbox"/>
GRIFFITHS	William	8	EN	12820	24/09/2004	M	£28.00	£14.00	£0.00	£14.00	<input type="checkbox"/>
MASON	Yazmin	8	EN	12708	10/12/2003	F	£28.00	£14.00	£0.00	£14.00	<input type="checkbox"/>
MEAKIN	Jordan	8	EN	12703	07/07/2004	M	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>
PAULNER	Jenesis	8	EN	12652	29/11/2003	F	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>
POOLE	Jack	8	EN	12603	03/04/2004	F	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>
PRITCHARD	Georgia	8	EN	12658	01/11/2003	F	£28.00	£14.00	£0.00	£14.00	<input type="checkbox"/>
RABJOHNS	Sean	8	EN	12655	09/04/2004	M	£28.00	£0.00	£7.00	£21.00	<input type="checkbox"/>
RICHARDSON	Sam	8	EN	12652	29/11/2003	M	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>
ROBBINS-WILL	Jordan	8	EN	12647	31/01/2004	M	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>
ROBINSON	Isaac	8	EN	12646	03/10/2003	M	£28.00	£14.00	£0.00	£14.00	<input type="checkbox"/>
RUTTER	Brandon	8	EN	12604	31/10/2003	M	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>
SHEPPARD	Scott	8	EN	12640	06/03/2004	M	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>
SINCLAIR	Naomi	8	EN	12634	20/05/2004	F	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>
STUART	Chris	8	EN	12612	09/12/2003	F	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>
SUTHERLAND-REAY	Thomas	8	EN	12611	24/09/2003	M	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>
TAYLOR	Callin	8	EN	12605	10/12/2003	F	£28.00	£0.00	£7.00	£21.00	<input type="checkbox"/>
TEBAY	Negan	8	EN	12604	11/12/2003	F	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>
THOMAS	Ryan	8	EN	12602	30/01/2004	M	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>
THOMPSON	Oliver	8	EN	12600	20/09/2004	M	£0.00	£0.00	£0.00	£0.00	<input checked="" type="checkbox"/>
TOLLEY	Chris	8	EN	12598	06/02/2004	F	£28.00	£14.00	£0.00	£14.00	<input type="checkbox"/>
WILLIAMS	Connor	8	EN	12676	03/08/2004	M	£28.00	£14.00	£0.00	£14.00	<input type="checkbox"/>
YOUNDS	Samuel	8	EN	12671	12/09/2004	M	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>
YOUNG	Stephen	8	EN	12670	20/05/2004	M	£28.00	£28.00	£0.00	£0.00	<input checked="" type="checkbox"/>

NOTE: First payments due 23/10/2016; All payments due by 20/12/2016

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## 6. Contact parents & carers using mail merge letters

Select a group of students whose parents/carers are to be sent a letter then enter the letter text.

The screenshot shows the 'Create a Mail Merge Letter' window. It has a blue header bar with 'View Help', 'Merge Letter', and 'Close' buttons. The main area is divided into three sections:

- Left Panel:** Contains instructions (1. Select a group of students, 2. Type the text for your letter and save it, 3. Click the Merge Letter button) and a 'Select an Option:' list with buttons for: 'All students in a Year group', 'All students in a Tutor group', 'All students in a House', 'A group of students', 'An individual student', 'All students in a teaching group', 'All students in a subject', and 'All students in an activity'.
- Middle Panel:** Titled 'Choose an activity:', it shows a list of activities with checkboxes. The 'Geography' activity is selected, and its details are shown in a sub-table:

7	D+T	Contribution to cost of materials
7	Geography	Rivers fieldwork (May / June)
7	History	Caerleon Roman Fortress (Sept)
7	History	Chepstow / Tintern fieldwork (May / Jun)
8	D+T	Contribution to cost of materials
8	Geography	Farm visit fieldwork (Oct)
8	Geography	Coasts fieldwork (June)
8	History	Blaenavon fieldwork (May / June)
9	D+T	Contribution to cost of materials
10	Art (Fine)	A3 Sketchbook / folders
10	D+T	Contribution to cost of materials
10	D+T Textiles	Contribution to cost of materials
10	Geography	GCSE fieldwork visit (June)
10	History	GCSE coursework visit (Jan)
11	Art (Fine)	A3 sketchbook & A2 folder
11	D+T	Contribution to cost of materials
11	D+T Textiles	Contribution to cost of materials
11	Geography	Brean - GCSE fieldwork
11	History	GCSE fieldwork
- Right Panel:** Titled 'Type your letter in the box below. IMPORTANT - The text MUST all fit in the box.', it contains the letter text: 'The Y10 Geography GCSE fieldwork visit on Wed 14 June has been postponed and will now take place on Thur 22 June. All other details for the trip are unchanged. Please contact the school if your child is unable to attend on the revised date for any reason.' Below the text is a character count: 'MAX: 1000 characters (Characters left: 743)' and buttons for 'Clear Letter Text' and 'Save Letter Text'.

At the bottom, there is a status bar that says 'Move the mouse over an object to get information about it.'

Parent names / addresses and the staff name will automatically be added to the letters. Gender-specific words like he/she; him/her will automatically be updated for each student.

The screenshot shows a generated mail merge letter. At the top left is the school logo and name: 'Mendip Heights Community School, A Specialist School for Media Arts'. Below this is the date '13 November 2016'. The letter is addressed to 'Mrs Gatehouse, 11416 Puttingthorpe Drive, West Town, BS27 8LE'. The salutation is 'Dear Mrs Gatehouse,'. The body of the letter states: 'The Y10 Geography GCSE fieldwork visit on Wed 14 June has been postponed and will now take place on Thur 22 June. All other details for the trip are unchanged. Please contact the school if your child is unable to attend on the revised date for any reason.' The letter is signed 'Yours sincerely, Mr C RIDDINGTON'.

For convenience, the layout is designed for use with windowed envelopes. However, the program can also create address labels for the selected group of parent / carers:

The screenshot shows a grid of address labels. Each label contains a parent's name, address, and a reference code. The labels are arranged in two columns. The first column contains labels for Mrs Fitzgerald, Mrs Ball, and Mrs Giles. The second column contains labels for Mrs Fowler, Mrs Giles, and Mr and Mrs Dunmore. Each label also includes a reference code, such as 'George APFLEBY 10MN' or 'Matthew AYDENK 10RN'.

## 7. Contact parents & carers using email

Select a group of students whose parents/carers are to be emailed then enter the email subject & message text:

## Send Email to a Group of Parents/Carers of Parents

Use this form to send an email to the parent/carer home email addresses for one or more students.

Double click a student to add the parent/carer to the list.

Double click again to remove the entry.

**Email recipients:**

yulija.birt@hotmail.co.uk, sheila.rogers@hotmail.co.uk, yvette.bishop@thornhillprimary.co.uk, yvette.bishop@hotmail.co.uk, michael.booth@hotmail.co.uk, amy.kellison@hotmail.co.uk, claire.bradbury@hotmail.co.uk, melanie.greene@hotmail.co.uk, carol.bridgewater@hotmail.co.uk, jara.bradley@hotmail.co.uk, angelita.routwell@hotmail.co.uk, jacqui.melluish@hotmail.co.uk, elizabeth.hendry@hotmail.co.uk, sara.bond@hotmail.co.uk, david.elliott

**Select an Option:**

All students in a Year group

All students in a Tutor group

All students in a House

A group of students

An individual student

All students in a teaching group

All students in a subject

All students in an activity

**Choose an activity:**

7	D+T	Contribution to cost of materials
7	Geography	Rivers fieldwork (May / June)
7	History	Caerleon Roman Fortress (Sept)
7	History	Chespotw / Tintern fieldwork (May / Jun)
8	D+T	Contribution to cost of materials
8	Geography	Farm visit fieldwork (Oct)
8	Geography	Coasts fieldwork (June)
8	History	Blaenavon fieldwork (May / June)
9	D+T	Contribution to cost of materials
10	Art (Fine)	A3 Sketchbook / folders
10	D+T	Contribution to cost of materials
10	D+T Textiles	Contribution to cost of materials
10	Geography	GCSE fieldwork visit (June)
10	History	GCSE coursework visit (Jan)
11	Art (Fine)	A3 sketchbook & A2 folder
11	D+T	Contribution to cost of materials
11	D+T Textiles	Contribution to cost of materials
11	Geography	Brean - GCSE fieldwork
11	History	GCSE fieldwork

**Send to parent/carer of:**

ABBOTT	Galynda	7	BN
ALDOUS	Ryan	7	OS
ALLEN	Kal	7	BS
ALLSWORTH	Yazmin	7	PN
ANDREWS	Luke	7	PS
APLIN	Chloe	7	EN
ASH	Henry	7	QN

**Clear Send To List**

**Enter E-mail subject line below:**

Y7 History trip to Chespotw / Tintern

**Enter the message text below:**

Dear Parent / Carer

Please note that the Y7 History trip to Chespotw / Tintern in May 2017 will leave school at 08:30 & return to school at 15:30

Helen Allinson  
Head of History  
Mendip Heights Community School

Parent / carer selected for 282 students.  
All have a known home email address.

**Parent Email Address Check**

**Attach File(s)**

This shows who will receive the email message

The email then be created for each parent / carer for whom a home email address is known:

Where appropriate, a report will then be displayed listing all students for whom no home email address is known

### 8. Update student & staff data from School Data Analyser

Student & staff data is kept up to date using the **School Data Analyser** program.

This ensures that records are maintained for all new admissions, students changing tutor groups or timetabled subjects and for student leavers.

The update process will normally take no more than a minute or so.

It is RECOMMENDED that this is done at regular intervals e.g. weekly.

It can also be done at any time if it is known that student or staff changes have occurred.