



## SCHOOL PAYMENTS POLICY

### POLICY

SAPo11 LHPA Financial Policies and Procedures

### PROCEDURE



### REFERENCE

SAR18 Laser Online Payments – User guide for parents

### FORMS



### PAYMENTS

Services, facilities, and items for resale are payable via the school online payment system.

Payments are made through our WorldPay Payment Gateway.

The following payment methods are accepted:



*For security reasons, whenever making a payment online through WorldPay or any other system, always ensure that a padlock is displayed in the URL panel.*

Once the transaction is completed, the school Laser system operated by Ziggi Systems will notify Langley Hall Primary Academy of the transaction and amount.

### VIRTUAL CARD PAYMENT SYSTEM

Parents have the option to make payments directly using a debit or credit card by contacting the Finance department. In accordance with GDPR guidelines, please note that phone calls are not recorded, and no credit or debit card details are stored within any of our systems.

### DATA PROTECTION

At no point will Langley Hall Primary Academy see any card details.

Ziggi Systems and Langley Hall Primary Academy will not receive, store, or have access to any credit or debit card details including the name/type of card used.

### REFUND POLICY

Langley Hall Primary Academy does not issue direct refunds. All credits and amendments will be applied to the school payment system for use against future service, facility, or purchase costs.

### CONTACT DETAILS

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