

Guide to paying for Fun Club.

1. Follow [this link](#) to go the Suffolk County Council pay for a trip page. The SCC system is designed for trips and uniform payments but we will use it for our Fun Club payments. Select start, you will then be presented with the screen shown below left. Click the green start button.

The screenshot shows the Suffolk County Council website with the breadcrumb trail: Home > Children, families and learning > Schools > School meals, uniforms and trips > Pay for a school trip. The main heading is 'Pay for a school trip'. Below it, there is a 'Start' button.

The screenshot shows the 'Trips and Uniforms' details page. It has a search bar and a 'Sign in' button. The 'Details' section includes a dropdown for 'Are you paying for a trip or uniform?' with 'School Trip' selected. Other fields include 'School', 'Trip', 'Price', 'Pupil Name', and 'Pupil Class'. There are 'Next', 'Add Another - Different Student', and 'Add Another - Same Student' buttons at the bottom.

2. Select start. The screen will then change to the screen right. In the field marked “Are you paying for a trip or uniform” select school trip.

3. In the field marked details select School trip. Then type “Sexton’s Manor” (*Note you need the apostrophe*). Alternatively you can choose our school from the drop down list - we are towards the bottom of page 2. In the trip field marked trip type “Fun Club”. (*We are working with SCC to add Fun Club to the list. In the meantime please type in Fun Club*). Next fill the price field in with the amount you are paying, followed by your child’s name and Year group. After clicking Next, you should then be presented with the screen below:

The screenshot shows the Suffolk County Council header with the logo, search bar, and 'Sign in' button.

Trips and Uniforms

School	Pupil Name ↑	Pupil Class	Item/service	Quantity	Price	
Sexton's Manor Community Primary School	an other	year 5	fun club	1	£50.00	Remove

Name of Payee *

Telephone Number *

Email Receipt

4. Fill in your name and phone number, and choose whether you want an email receipt. After clicking on Go to Pay you should then be taken to the payment confirmation screen below:

[Home](#) / [Pay](#) / Payment

Payment

Description	Quantity	Total Amount
Trips/Uniform - Sexton's Manor Community Primary School	1	£50.00
TOTAL		£50.00

5. Click on Pay Now button which will take you to the payment details screen where you can enter your card details etc.

[Home](#) > [Basket](#) > Payment options

Payment details



* indicates a required field


Card details

Enter your information as it appears on your card
An asterisk (*) denotes a mandatory field

Name on card *

Card number *

Expiry date *

CVC number *
This is the 3 or 4 digit number that is on the back of your card
 

Order summary



SCC Miscellaneous Payments-EE42281221

Quantity	1
Total	50.00
Total price	50.00

6. If you get a technical problems on the payments page, please contact the Customer Service Team for assistance: 0345 606 6067 - customer.services@suffolk.gov.uk