



June 2023

t: 01707 351350
f: 01707 351357
admin@ridgeway.herts.sch.uk
www.ridgeway.herts.sch.uk

Dear Parent / Carer

Ridgeway Academy - Wisepay

The school uses an online payment system, called Wisepay for all trips, activities, and for the biometric system used in our Dining Hall. Wisepay is our preferred method of payment as it is safer and secure and avoids lost cash and returned cheque payments.

The biometric system works by a student placing their finger on a scanner each time a purchase is made. This requires certain points of a finger image to be recorded as a short string of encrypted numbers. A full image of the finger is not recorded and the information recorded cannot be used to reconstruct the original print.

If your child is eligible for a free school meal, then they will need to use the system in order to obtain their free meal and a daily allocation of £2.50 (the price is currently set by the Government and this could be subject to change) will automatically be credited to their account to cover this meal. You may like to go onto their account and credit additional money to enable them to purchase items at break time or to cover any over spend above their free school meal allowance.

Near to your child's start date at the school an account will be set up for you on Wisepay and you will be issued with a username and password. Please remember the username and password is case sensitive and must be put in exactly as they are printed - INCLUDING THE DOT BETWEEN THE TWO NAMES.

You can access the secure on-line payment system via the school website – <https://www.ridgeway.herts.sch.uk>, go to the Parent Zone, click on the Wisepay logo and fill in the username and password in the box on the right-hand side to access the personal account. You can change the username and password once you have logged on and also merge accounts if you have more than one child at the school. You can also download the Wisepay app onto any smart phone. You will need the school organisation code which you can obtain by contacting the school.

To view transactions on your child's account, click on the purple box on the right-hand side titled 'My Wise Account'. Here you can view items purchased on the account including food and any trip balances.

If you have any queries please contact finance@ridgeway.herts.sch.uk

Finance