



*Hazelwick School*

An Academy

Headteacher: Ms A Fearon BA (Hons) MA NPQH

Chair of Governors: Mrs R Bowron



September 2023

Parent/Carer of:

### **Confidential Online Payments Access Information**

We are delighted to welcome you to the Hazelwick School Online Payments System, WisePay. This system allows you to pay securely for your child's food and drink, as well as trips and other events. You will be able to create and credit your child's account immediately.

You can access the system by going to our website ([www.hazelwick.org](http://www.hazelwick.org)) and clicking 'Useful Links' at the top right corner followed by 'WisePay'. This will take you to the WisePay login page. Your username and password to log in is:

<b>Username:</b>	<b>Password:</b>
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#### **Can I change my password?**

You need to log in for the first time using the details above. However, after you have logged in you are able to change the password. To do this, please go to 'Change Password' and follow the on-screen instructions.

**NOTE: Your email address becomes your username if you change your password.**

#### **What if I have more than one child at the school?**

If you have more than one child at the same school, you will receive a username and a password for each child. You can either choose to keep each account separate or to merge multiple accounts. To do this, go to your Wise Account and go in to 'Merge an Account'. Please follow the on-screen instructions.

Please find attached a WisePay information sheet. If you need further information, then you can find this on our website by going to 'Parents/Carers > Catering > Cashless System'.

Please e-mail [helpdesk@hazelwick.org.uk](mailto:helpdesk@hazelwick.org.uk) if you encounter any issues logging on.

Yours faithfully

Ms A Fearon  
Headteacher