



Tuesday, 21st April 2026

Dear Parents,

As part of our continued efforts to improve our billing processes and protect your information, we are pleased to introduce the new **WCBS Billing Portal**.

From the Autumn Term 2026, all invoices will be issued through the WCBS Billing Portal. PDF invoices will no longer be sent via email. This change will improve security and confidentiality by reducing the amount of personal and financial information sent by email, while also strengthening record-keeping.

This upgraded system will allow parents to:

- Access billing history in one secure location
- Make online payments conveniently and securely
- View current and past invoices

Important: to set up and run the portal correctly, we require **one designated email address per billing account** for all fee-related communication (login, notifications, and billing updates).

Previously, fee bills could be sent to up to two email addresses. Under the new portal, only **one email address** can be registered against each student account. Please therefore choose the email address that should receive **all** billing communications going forward (including invoice notifications and payment confirmations). Using a single, consistent email address helps ensure you can access the portal securely and do not miss important billing information.

Please submit the required information by completing the Microsoft Form below:

[New Billing Portal for Ripley Court School – Fill in form](#)

Kindly complete the form by Thursday, 30th April 2026 to avoid any disruption in receiving fee bills and important billing updates.

If you have any questions or require assistance, please contact Reed's School Finance team at rcfees@ripleycourt.co.uk.

Thank you for your cooperation and continued support for the School.

Kind regards,

Fees Administration
Ripley Court School