



Tuesday, 30th June 2026

Dear Parents and Guardians,

We are pleased to introduce the WCBS Billing Portal, which allows you to view and manage your school fee billing accounts conveniently and securely online.

Please follow the steps below to set up and use your account:

1. Activate Your Account

- You will receive an email from WCBS with a link to activate your portal account.
- Click the link and create a password when prompted.
- For security, please ensure your password is unique and not shared with others.

2. Logging In

- Visit the WCBS Billing Portal login page using the link provided in your activation email.
- Enter your registered email address and password.
- If you forget your password, use the "Forgot Password" option to reset it.

3. Viewing Your Account

- Once logged in, you will be able to:
 - View current balances
 - Access invoices, including current ones and historical records dating back to the Autumn term 2025.
 - Check payment history
 - View items awaiting billing – extra items on the fee bills e.g. clubs/trips/workshops that are collated from teaching and support staff before final invoice is produced. If you notice any discrepancies or errors, we would appreciate it if you could let us know as soon as possible so that they can be reviewed and corrected.

4. Making a Payment

- Navigate to the "Billing - Outstanding Items" section.
- Select the invoice(s) you wish to pay.
- Open the PDF invoice and click on 'Pay Here'.
- Choose your preferred payment method and follow the on-screen instructions.
- You will receive a confirmation from Esenda once your payment has been successfully processed.



5. Tax Free Childcare Payments

- We would like to remind you that Tax-Free Childcare and Childcare Vouchers can still be used to contribute towards your childcare costs.
- Any payments will appear as a separate line item within the Billing section of the portal.
- Please note that once your child reaches the age of 5, these schemes may only be used to pay for wraparound care and extra-curricular clubs. They can no longer be applied to standard school hours

If you experience any difficulties accessing the portal or have questions regarding your account, please contact the school's finance office at RCFees@ripleycourt.co.uk, who will be happy to assist you.

Kind Regards,

Fees Administration
Finance Office
Ripley Court School