

My School Portal – for all bookings and payments

Through My School Portal, you will have secure, 24/7 access to club and trip bookings and school dinner money via one username and password. Access is straightforward and once logged in, you should find it intuitive to navigate around.

The following instructions will help you to gain access to your account.

A step-by-step guide for gaining access to My School Portal:

1. You can access the portal by Navigating to <https://greatwilbraham.myschoolportal.co.uk/login>
2. Using your email address (the one registered with the school) request new password
3. You will receive an email from My School Portal. Please follow the instructions.
4. If you are experiencing difficulties getting into your My School Portal account please contact admin@greatwilbraham.cambs.sch.uk
5. Once you have logged in please click on the 'Bookings and Topup' button on the left hand side and then follow the instructions to set up your Cashless Purse

We would appreciate it if all parents/guardians could login as soon as possible and set up their Cashless Purse. All families will need to access the portal to pay for school dinners and class trips as well as to book any school clubs.

If you wish to use Childcare Vouchers to pay for Discovery Club bookings please let us know in advance so that we can enable this option for you. Childcare Vouchers can only be used for Discovery Club and Nursery Sessions not for sports clubs, morning clubs, trips, etc.

Please contact the office if you have any problems.