Dear Parents/ Carers,

We are delighted to announce that we are now in a position to offer the facility for parents to make payments online for all school activities such as school dinners, school trips, clubs, music and swimming lessons.

The office staff do spend an immeasurable amount of valuable time on collecting and keeping track of what payments have been received for the numerous events and activities that take place around school. This, combined with the burden that you may endure in either finding the correct change or writing a cheque to pay for your child's activities can at times be frustrating!

Our new **Schoolmoney.co.uk** facility will allow for both parties to experience a more streamlined, cost-effective and efficient payment collection system in a secure and safe environment.

From time to time you will receive a text message from the school inviting you to access the website as an option to make a payment for an activity.

To ensure that we all experience maximum benefit from this service, we would ask all parents to notify us if you have recently changed your mobile number.

We will still accept payments made in cash or cheque to the school, so please do not feel that you have to use the online system if it does not suit your needs. However, we do know that many of parents would prefer to make secure payments online rather than rely on children being responsible for bringing cash into school. The system also allows parents the facility to check their statements at their convenience.

We are intending for the switch to online payments to begin in January. We have set up the payments so that parents can go online once they receive a password. The password will be contained within a text message that you receive when payments are due.

Please read the instructions for using the online payments as detailed below and feel free to contact us if you require any further assistance. I have also put a copy of the parent user guide on the school website.

I hope you find the service useful.

Mrs Sharon Farrell
Headteacher

Logging in and making a payment

1. The school will send you an email or a text message to start the process. It will have all the information that you need to log on and pay the school.
2. The first thing you need to do once you have received the text message from the school is go to www.schoolmoney.co.uk. This will bring up a '**Parent Log In'** page.
3. Simply type in your mobile number email address and password (this will be on your text message) to log in. If you have problems logging in at all, it may be because the mobile number or email address do not match the ones the school has. Call the school to double check this and if we have further problems we can then contact school money.
4. Once you press log in it should take you to a page that asks for your child's first name. This is the **first** name only.

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5. Pop in your child's name and press confirm. The payments screen will come up for you.
6. Here on the left hand side under **'Payments Due'** you will see any payments that the school has set up for you, how much you need to pay, when you need to pay it by and the instalment number. All you need to do is **select the tick box next to the payment you would like to pay** for and it will be added to the total at the bottom.
7. If the payment box is **green** you can type how much you would like to pay towards the total cost at that time. The remaining money will be there for you to continue paying when you log back in.
8. Once you have everything added to the total that you need select the **make payment button.**
9. This will take you a screen where you can input your card details. You will have to do this every time that you want to make a payment due to security on the system.
10. A box will pop up letting you know that your payment has been processed and an email receipt will be issued to you shortly.

Paying for Dinners weekly (*Please note: This must be done by Monday morning each week*)
1. Log in to the system as usual and the payment screen will come up. On the right-hand side under '**Shop**' you will see **'Dinner Top Up**.' The amount will be white and it will represent a weekly cost of your dinners.
2. Tick the box that is next to the **Dinner Top Up** and a box will appear in the middle of the screen. Choose the week you would like to book your child's meals for from the drop down box. Then press okay.

Another box will appear with the days of the week. Simply tick the boxes that you want to book and it will calculate a total for you. (You will only be able to tick boxes that are in the future).

Select **OK** and the money will be moved across to the other side of the screen and added to the total at the bottom. Select make payment as normal to complete the transaction.

If you wish to pay for Dinners either half termly or termly

The payment box will be in green, this means that you can overwrite the amount that is currently in the box. For example, if your box says £10 but you would like to pay for 3 weeks in advance all you need to do is type in £30 to the box and select the tick box that is next to it. This will send it across to the other side of the screen and add it to the total, you can then can continue to make the payment.

Repayments (Credits)

If your child is absent or on a school trip and a refund is required because you have already paid for a dinner, then the school office will put a credit against the dinner booked and this will appear as a credit for the following week.
Dinner registers will be marked each day by the office staff and so this should happen automatically.

Looking at your payments history

You will be able to see the '**History**' tab on the top right hand side of the screen. This tab gives you an overview of your child's history on the **SchoolMoney** system.

1. **Select 'History'** and it will take you into the transaction history.

This will give you a view of everything that has been paid by you to the school. Both online transactions and cash payments made in school will show up here so you can always keep track of what you have paid.

2. Once you have finished looking into your history you can select the drop-down box top left. This will bring up a couple of other options.
3. Scroll down and select **'Dinners Eaten.'** This will bring up a register of your child's dinners so that you can see clearly whether your child has been taking paid meals and how much this has cost. There is a key at the bottom to distinguish the colours.

4. The final option is **'Dinner Bookings**.' If you have booked any dinners in advance they will show up here.

FAQ

Do I have to pay online?
No – We still allow payments in school with cash or cheques.

Do I have to pay for the whole expense in one go?
No, the school office will set up instalments for a payment depending on the type of payment.

What happens if I change my mobile number or email address?
Make sure any changes to your contact details are passed onto the school as soon as possible. If there are any delays you may not receive new payment messages, and you could have problems logging in to SchoolMoney.

Does SchoolMoney store my card details when I make a payment?
No, each time you start the payment process you will need to enter your card details. No confidential information is stored, making the process highly secure.

What happens if I have more than one child at the school?
For each child you will receive a text message stating you have a new payment to make. However if you sign in for one child's account the rest of their siblings payments can be viewed and paid for, making it easy and straightforward to pay for your children's expenses.

What happens if I forget my password?
The password and payment details will be in each payment message that the school sends out, so don't worry if you forget the password or delete the message the school has sent you. The school can also re-send your password details, just speak to someone in the school office

If you come across any problems with logging on or you would like to query anything showing on your system, please contact your school directly and if needed we will contact school money.