



ABBOTS FARM JUNIOR SCHOOL

Learners for Life

Farmers Forever

*Ambitious, Healthy Bodies and Minds, Reflective,
Resilient*

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Payments for all school activities (apart from school meals.)

Abbots Farm Junior School is a cash free School.

The **Schoolmoney.co.uk** (eduspot) facility allows for both parties to experience a 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 to make a payment for an activity. We have found the system works better if you access the website rather than the app.

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 or email address.

We will set up the payments so that parents can go online once they receive a password. The password will be contained within a text message and email that you receive when payments are due. This can be amended to a personal password after initial set up. **We hope to have the system set up and available for new parents/carers to use after the first week back in September.**

Please read the instructions for using the online payments as detailed below and feel free to contact us if you require any further assistance.

Adele Bull
School Business Manager

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. (eduspot). 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.
5. Enter your child's name and press confirm. The payments screen will come up for you.
6. 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.

FAQ

Do I have to pay online?

Yes as we are a Cash Free School.

Do I have to pay for the whole expense in one go?

It depends –Kidzone has to be paid for in advance as per your contract, we 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 the school office directly and, if needed, we will contact school money.