

Please note: Important information for ALL parents on back page

GLEN PARK PRIMARY SCHOOL PARENTS USER GUIDE - SCHOOLMONEY

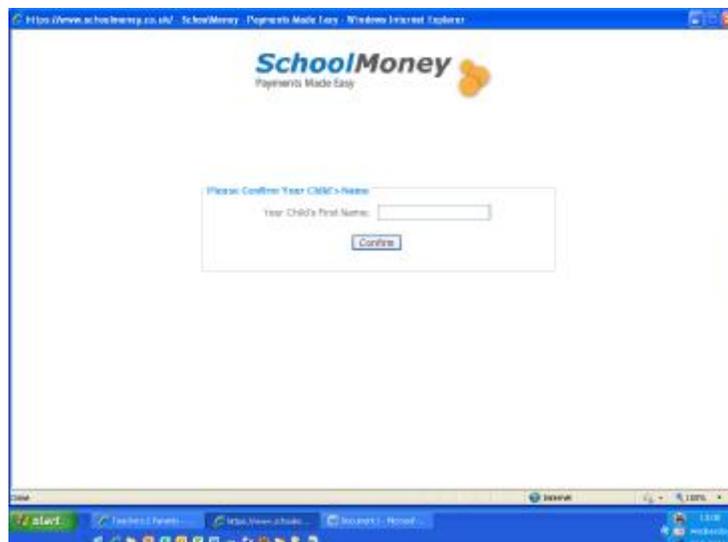
Dear Parents,

This is a step by step guide for making payments for school lunches and school trips, using 'SchoolMoney'. It is an easy, safe and secure way of paying for your child's school expenses online. You will receive payment notification messages through text messages telling you that a payment is due. The message will direct you to the payment website www.schoolmoney.co.uk where you can log in and make your payment.

1. When you receive a payment message or wish to top up your child's dinner money account go to www.schoolmoney.co.uk. You will then see the SchoolMoney log in page. Enter your mobile number, e-mail address and the password contained in the start-up message from the school.



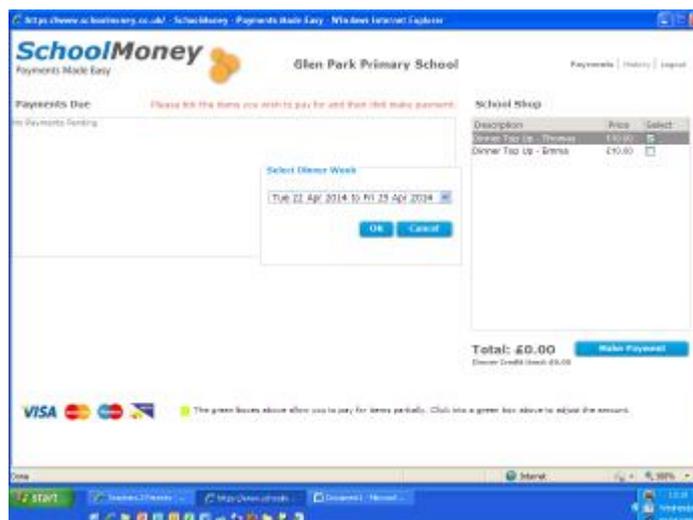
2. Confirm your child's first name when prompted.



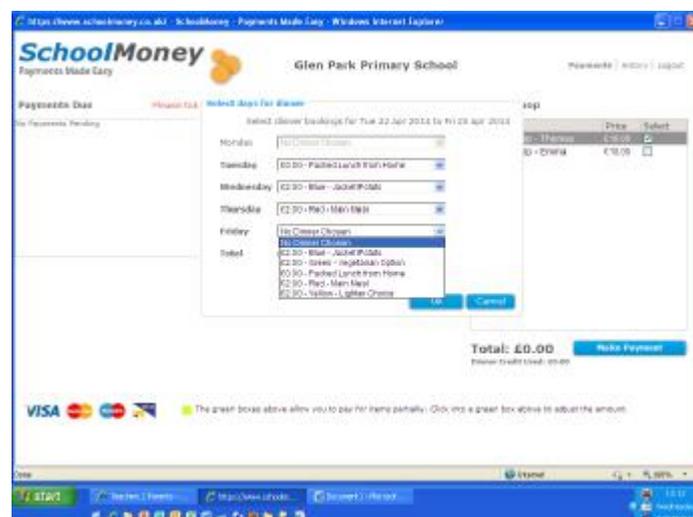
- You will then see the payments page of SchoolMoney. To top up your child's lunch money account, tick the box next to their name under the School Shop header. The minimum top up is £10.00.



- Select the dinner week you would like to pre-order, click ok.



- Then select a lunch choice for each day from the drop down menu .



6. Once you are happy with the selections press ok. Repeat this process for each child (if applicable) by picking up other weeks (continue from Step 3) as required. When all meals have been selected continue to step 7.
7. Make payment.



8. This will then take you to a secure payment page, follow the on-screen instructions as with any other on-line shopping process.



Please see over.

Important Information

- If you have ordered a lunch on-line and subsequently the requirement changes please call in to the office to alter it or ask your child to do it in class.
- If you have pre-ordered and your child is absent on that day the order will be removed in school and you will not be charged for that lunch.
- It is possible for the children to choose their meal each day in class and your account will be charged for each meal taken, reducing the amount of your credit or amassing a debt if there has been no money placed on the account.
- We will be sending out regular text messages at the beginning of each week if there are insufficient funds on your account to cover meals taken during the previous week.
- If your child always has a packed lunch you need to select 'Home Packed Lunch' in the options tab as if you were ordering a paid meal. If your child has packed lunches in between school dinners you can select that option for any particular day when you top up your credit.
- You will receive a text message for each child to tell you when a payment is due, however if you sign in for one child, you will be able to view the rest of their siblings on the same screen.