

Dear Parents,

With the continued success of text to parents and school money we are hoping to encourage **all** parents to make payments online. We have about 90% using this system at the moment. The Schoolmoney.co.uk facility allows for both parties to experience a more streamlined, cost-effective and efficient payment collection system in a secure and safe environment.

Many parents are now using this facility every week, but if you have not yet had a go or are experiencing problems with this facility please don't hesitate to contact the school. I enclose the details below which are on schoolmoney, the password will be sent to you separately by text. It is very important you provide your most up-to-date contact information otherwise you may have problems logging into Schoolmoney.co.uk and making payments. **If you have any problems at all either pop into the office and see me or complete the comments section below and return and I'll take a look.**

As a reminder, brief guidelines for use are as follows:-

- A text will be sent to you with a password.
- Go to www.schoolmoney.co.uk (this web address will be provided to you in your text/email and a link can be found on the school website). When you go to www.schoolmoney.co.uk you will be redirected to the new eduspot website. To sign in you need to select the 'Sign In' button in the top right hand corner of the screen. A list will drop down and you need to select the School Money Parent Login option at the bottom. Input your mobile number, email and the password SEE BELOW DETAILS. This will take you to a page that asks for your child's first name. This is the first name only.
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- Type in the name and select confirm, to take you to payments screen. Once you have logged in to your account, you will then be able to make a payment for your child. You may also find that when you select the tick box, a pop up will appear asking for your consent. This option will be used to obtain consent for trips and you will then no longer have to return a slip. If there is a pop up box highlighted i.e. school meals, there is an option for you to change the amount you want to pay. Initially the amount showing will be the full amount for the whole term but please amend to whatever you want to pay
- Once you have selected 'make payment,' the system will take you a screen where you can input your card details. You will have to do this every time as debit/credit card details are not stored. A confirmation pop up will appear once you have selected 'pay now' so that you know the details have been processed and you will receive an email receipt shortly afterwards.

Any queries about Schoolmoney.co.uk please just ask me.

We would really appreciate your support for this system as it will make the process of payments quicker and more cost effective for the school. Thank you for your cooperation in this matter.

Mrs B Batley
School Business Manager



