Dear parents,

Welcome to SchoolMoney; an easy, safe and secure way to pay for your child's trips, dinners and other expenses online using your debit or credit card. The following user guide has been created to take you smoothly through these processes, so that you and the school can gain the most out of the system.

If you have any questions about making payments, simply contact your school and they can get in touch with us!
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1. Logging into SchoolMoney

The school will send you an email or a text message to start the process. This will contain details such as, the web address and the password you will need to log on with.

Please note: if you have not received a message with a password in it, please contact the school directly to request one.

To log in:

- Go to www.schoolmoney.co.uk (this web address will be provided to you in your text/email). This will bring up the parent log in page.

- Enter your mobile number, email address and the password that has been provided by the school.

- Press log in and it will take you to a page that asks for your child's first name. **This is the first name only.**
Type in the name and select 'Confirm,' this will log you into the payments screen.

Please note: If for any reason it won’t allow you to log on, we would advise that you contact your school to double check the mobile number/email address they have recorded against your child on SchoolMoney. If you are entering something that is different it will not allow you to log in and the school will have to change your child’s
2. Making a Payment

Once you have logged in to your account, you will then be able to make a payment for your child.

Any outstanding payments will show up on the left hand side of the screen. Any top up or shop items will show up on the right hand side of the screen.

Please note: it is up to the school what they set up on SchoolMoney, so they may not offer all options. If you are unsure, please contact the school directly.

To pay for an item in payments due:

- Find the item/instalment you would like to pay for from the left hand side of the screen.
- Select the tick box next to the item/instalment. This will add it to the total at the bottom.
- Click on ‘Make Payment’ in the bottom right hand corner when you are ready to pay for your items.
You may find that some of your payments are highlighted in a different colour:

- **Green**: this means that you can pay off this amount in smaller chunks up until the due date when you will need to have paid it off in full. Click into the green box and over type the amount to whatever you want to pay.

- **Orange**: this means you can pay as much towards this payment as you would like and this is all you will pay.

You may also find that when you select the tick box, a pop up will appear asking for your consent. You will have to give your consent to pay for this item/instalment.

The page at https://www.schoolmoney.co.uk says:

Parental permission is required. Do you give your consent for this item?

OK  Cancel

Once you have selected 'make payment' the system will take you to 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 the security procedures that are in place on the system. **We do not store debit/credit card details.**
A confirmation box will pop up once you have selected ‘Pay Now’ to let you know that the details have been processed. You will receive an email receipt shortly afterwards.
3. Dinners

Your school may not ask you to pay for dinners through the SchoolMoney system. If you are unsure please contact the school to ask. If your school does not use our dinner module, you may skip this section.

There are a few different ways the school may ask you to pay for your child’s meals. Below we have detailed the different options. Please bare in mind that not all of these will apply to you; you will only be asked to pay in one of these ways.

3a. Dinner Top Up

If the school only wants you to top up money onto your child’s dinner account you will be using the ‘Dinner Top Up.’ This will appear on the right hand side of your screen underneath ‘Shop Items’ and will be a figure (usually the weekly amount) in a green box.

To use the Dinner Top up:

- Click into the green box and change the amount.
- Select the tick box on the left hand side and it will be added to the total.
- Select ‘Make Payment’ in the bottom right hand corner.

The green box means that you can change the figure if you want to.

E.g. Your weekly default amount is £10.50, but you would like to pay for three weeks in advance. Click into the green box and type in £31.50. Once you tick the box, this amount will be added to the total.
3b. Dinner Bookings

If your school wants you to book dinners, there are a few ways that they could ask you to do this.

Please note: If your child is eligible for Free School Meals or Universal Infant Free School Meals then you can book as normal but you will not be charged.

Log in to your account as usual and you will be able to see the main payment screen. On the right hand side under 'School Shop,' you will see 'Dinner Top Up.' If your school wants you to pre-book, then the amount will not be green but white and it will represent a weekly cost of your dinners.

Tick the box that is next to the 'Dinner Top Up' and a pop up 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 OK.

Pre-Booking Specific Meal Options

If your school requests that you book specific meal options for your child.

When you select the week a pop up box will appear listing the days of that week and next to it, a drop down box. Choose the meals you would like your child to eat from the options in the drop down box and press OK when you are finished.
Pre-Booking Dinner Days

If the school wants you to book the days that you want your child to eat:

When you select the week a pop up box will appear listing the days of that week and next to it, a tick box. Tick the days you would like your child to have meals on and press OK when you are ready.

This will then save your bookings and the cost will be added to the total. You will be able to pay for this as usual. (If your child has free school meals you can book without paying by following the same steps).

Pre-Booking Meat and Vegetarian Options

If the school wants you to book whether your child is having a meat meal or a vegetarian meal:

When you select the week, a pop up box will appear listing the days of that week and next to it, a drop down box with either Meat or Veg. Choose whether you want your child to have a meat meal or a vegetarian meal for each day and click OK when you are ready.
This will then save your bookings and the cost will be added to the total. You will be able to pay for this as usual. (If your child has free school meals you can book without paying by following the same steps).
4. Clubs

Your school may not ask you to pay for clubs through the SchoolMoney system. If you are unsure please contact the school to ask. If your school does not use our club module you may skip this section.

4a. Club Top Up

If the school only wants you to top up money onto your child’s club account you will be using the ‘Club Top Up.’ This will appear on the right hand side of your screen underneath ‘Shop Items’ and will be a figure in a green box.

To use the Club Top up:

- Click into the green box and change the amount.
- Select the tick box on the left hand side and it will be added to the total.
- Select ‘Make Payment’ in the bottom right hand corner.

The green box means that you can change the figure.

E.g. The default amount is £10. You would like to pay for the half term in advance. Click into the green box and type in your chosen figure. Once you tick the box, this amount will be added to the total.

4b. Club Bookings

If your school asks you to pre-book your child’s club sessions, this will be found on the left hand side of the screen.

Each of the weeks that the school has made available for you to book will be listed under ‘Payments Due.’
Select the tick box next to the club you would like to book for. A new pop up will appear with the days of the week and drop down boxes underneath.

Choose from the sessions available and select save once you are done. You can then continue to book further weeks and/or pay for what you have chosen.

Please note: if you have club credit, this will be available to use when booking your club sessions.
5. School Shop

If your school sells items, such as uniform or stationery, then they may decide to set this up in the shop. This section will always be available for you to log in and order/pay for.

You will be able to purchase items for all of your children, so please ensure the correct child is selected.

If you would like to pay for a shop item:

- Select the tick box on the left hand side and it will be added to the total.
- Select ‘Make Payment’ in the bottom right hand corner.

Once you have purchased an item, you can then go into the school and collect it when you are ready.

Please note: if you want to purchase more than one of the item, click on the tick box as many times as needed and it will all be added to the total cost.
6. Consent List

At the bottom of your screen there is a button labelled ‘Consent List’. This allows you to give and take away consent for payments such as trips or clubs.

If you click on this button it will pop up with a page which lists the trips/clubs that your child is available to attend.

Tick the box next to the payment you want to give consent for and it will automatically be saved on your account and the schools system. Press ‘Close’ when you are ready.
7. 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.

7a. Transaction History

When you first click on ‘History,’ you will be sent to the ‘Transaction History.’ This gives you a breakdown of any payments you have made to the school, whether that be by debit/credit card or by cash/cheque within the school.
7b. Club History

The second tab will give you a breakdown of the club sessions your child has taken and whether you have paid for them or not.

7c. Dinners Eaten

The third tab will give you a breakdown of the meals your child has taken and whether you have paid for them or not.

You can see:

- Your dinner money balance (credit/debt).
- The cost per dinner.
- What weeks and days your child has had a meal.
- What kind of meal your child has eaten (hot/sandwich).
- Which weeks you have paid for and which weeks you still owe for.
7d. Dinners Booked

If your school uses the option of pre-booking specific meals online, you will be able to use the 'Dinners Booked' tab.

This tab shows you all meals you have booked for your child and for which days.

If you need to amend any bookings, please follow the original steps in section 3b. You will not be asked to pay for these amendments.
8. FAQ

Do I have to pay online?
Your child’s school will advise you whether they are going completely cashless or not. If not, then you will still be able to pay by cash or cheque in the school office. If you are unsure, it is best that you check with the school directly.

Do I have to pay for the whole expense in one go?
The school may set the payment to allow partial payments or payments by instalment. This is up to the school and depends on what they are asking you to pay for.

What happens if I change my mobile number or email address?
If you change any of your contact details, you need to let the school know as soon as possible. If they do not have the correct contact details for your child then you may not be able to access your SchoolMoney account and you won’t receive message updates from the school.

Does SchoolMoney store my card details when I make a payment?
SchoolMoney never stores card details, making the process of paying for your child’s school items highly secure. Each time you start the payment process you will need to input your card details.

What happens if I have more than one child at the school?
You will receive a password for each child that you have registered at the school. However, if you sign in under one child’s details then all of your children will be registered on the account. This enables you to pay for every child at once, not just the one you have signed in with. This is done automatically.

What happens if I forget my password?
If you have forgotten the password that the school has sent out to you or you have deleted the message then you will need to contact the school directly. They will be able to issue you a password reminder.

Can I change my password?
You cannot change your SchoolMoney password. The system automatically generates the password for you and it stays the same for the duration of your child’s stay at the school.

Do you offer the facility to pay by PayPal?
We do not currently offer the facility to pay by PayPal. If you would like more information on which payment methods the school allows other than online, you will need to contact them directly.

Do you offer the facility to pay by PayPoint?
PayPoint enables you to pay for your child’s trips, dinners, etc without using the online facility. You will need to contact your child’s school and request a PayPoint barcode sheet. Once you have this sheet, take it to your local PayPoint and ask them to scan the relevant barcode. You can pay by cash or card. Please Note: Not all schools will offer this facility.
Can I access the website on multiple devices?
Yes! You can use your computer/laptop, your mobile phone or a tablet. As long as you have access to the internet, you will be able to log in and pay.

What happens if I pay for the wrong thing?
If you have paid for the wrong item or on the wrong child, you will need to contact your child’s school and explain to them what has happened. They will either be able to move the money as requested, or process a refund so that you can pay for the correct payment.

What if the school doesn’t have my mobile number or email address?
If the school doesn’t have either of these details, they cannot contact you with your password. You need to provide them with one of these options at the least. If they have your mobile number but not your email address you can input this into the login page and these details will be saved against your child’s record.

What happens if I can’t log on because of ‘Invalid Login Details’?
If you are receiving the error message telling you that you have invalid log in details, it will be because one of the fields you are entering is incorrect. The mobile number and email address that you are entering has to match the details that the school has against your child’s record. If they do not match it will not allow you to log in. We advise that you contact the school to double check these details and request that they resend your password to you.

Who do I contact if I need help?
If you have questions or need help with anything, you must contact your school directly. They will be able to answer your questions or pass the information over to us.

What happens if I am separated from my partner and we both want to pay?
At the moment we only allow one account per child. If you do not want to share your login details with an ex-partner, we would advise that they use other forms of payment such as PayPoint or card within the school.

I am logging in with one child but cannot see my other children, what is wrong?
If your children attend the same school but you cannot see them when logging in, it will be because they are not linked as siblings on the SchoolMoney system. To link children as siblings the mobile numbers and email addresses need to be the same. We advise that you contact the school and ask them to check that all of your children’s details match.

I know that I am in credit and would like a refund, how do I do this?
If you can see that there is a credit on your account and you would like that money back, you will need to contact the school directly. Only the school can process this refund back to you.

I want to pay using childcare vouchers. How do I do this?
Currently there is not the facility to pay using childcare vouchers through our online system. You can let the school know and they will mark this on manually for you.