



schoolmoney



## Introduction letter to School Money and User Guide

Dear Parents,

We use an online payment system called "School Money" to collect fees for all additional sessions and lunches.

We will automatically enrol you onto the system using the email address and phone number you have given us. We will send you a password within the next few days so you can log on and set up your account.

The best way to see your account and make payments, is to download the Teacher2Parents App and then log on to the School Money section.

We will send you a link to download this free App.

### A quick user guide to navigating School Money on the Teacher2Parent App:

- **Clubs Tab** - this is for all payments for the following:  
Lunch club, extended days, late pick-ups, 2-3 sessions  
There are three registers
  1. One-off sessions (for example, one off lunch, extended day or a late pick up),
  2. Regular sessions (ongoing bookings for lunch clubs, extended days, late pick up)
  3. 2-3s charged sessions
- **Dinners tab** - This applies those who attend for 30 hours ONLY

**Please be reminded as per the terms and conditions, we request that you pay your fees weekly, in advance, by the start of each week. All meals are paid for in advance and all staff are organised based on legal ratios of adults to children per session, therefore fees must be paid for in advance. Please note, payments of fees are monitored and you are at risk of your child's additional sessions being terminated without notice if payments are not made.**

At the beginning of each half term, we will put the regular weekly register charges on to School Money for the whole of that half term.

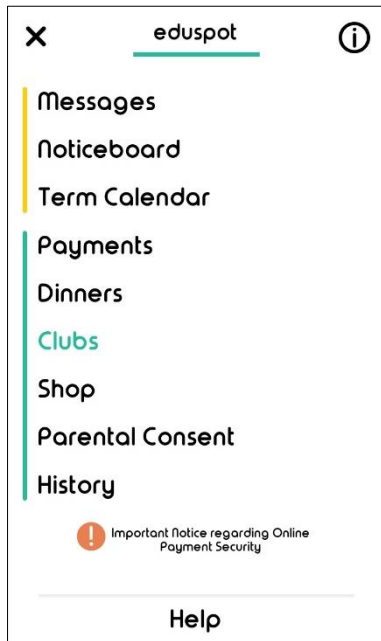
1. **Pay Half-Term in advance** - Click on the Payments Tab, and the total amount to pay will be displayed. Please note, "one-off" charges will be added each week.
2. **Pay weekly /or any other amount** - Click on the History tab (to check your charges), then go to Club / Dinner Tab (depending what register you want to pay), then Click in the Top Up box and input the amount you want to pay into your basket

You will receive a weekly email from SchoolMoney to let you know the upcoming weekly payment and another email at the beginning of the current week if you are in arrears.

Childcare vouchers are accepted but cannot be paid via School Money. Please see the office to set up this facility via our main bank account. **We are a cashless school so please pay electronically using the above instructions.**

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Please also find attached a visual user guide, using screen shots from the App. Any issues, please do come and see us at the office. Thank you



Open the App and select:

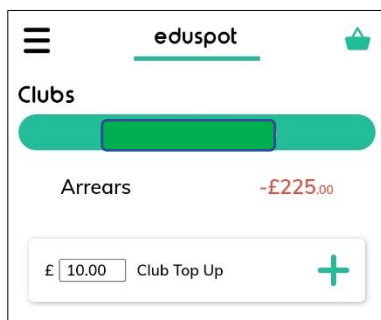
'Clubs' (this is all payments such as 2-3s fees, lunch clubs, extended days and late pick up payments. You will see 3 registers, one for regular weekly charges, one for one-off charges and one for 2-3 regular session payments)

or 'Dinners' (this only applies to children who are eligible for 30 hours funding)

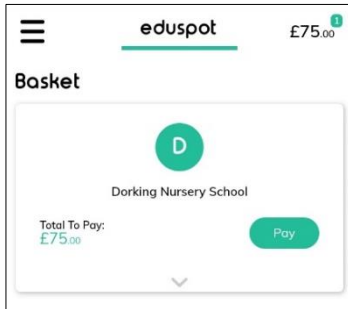
The "Payments" section will allow you to pay in advance, the TOTAL amount charged to your account (for regular sessions, this will include all of the current half term, for one-off sessions, these will be added each week).

Alternatively: -

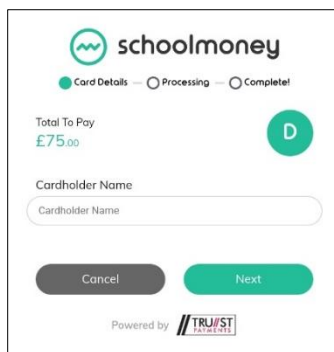
If you prefer to pay a weekly instalment or another amount, (you can see each week's registers and charges in the "History" tab of both Clubs and Dinners), Then click in to the Top up box (either under the Clubs or Dinners tabs) and manually enter the amount you would like to pay (for that forthcoming week, or any amount of your choosing) Then click the plus sign and this adds the amount to your basket to then make the payment.



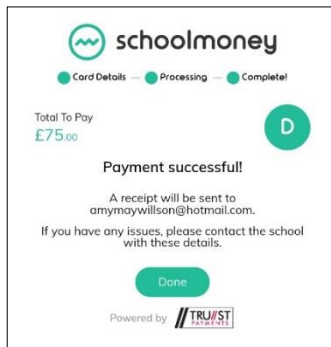
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Click on the basket with the amount beside it to go to the next screen and press 'pay'.



You will then be asked to put in your card details.



When payment is successful, a receipt will be emailed to you.



You can check the weeks you have paid for by looking under the History tab.  
Your Dinner and/or Club tab will be updated.