



schoolmoney

Dear Parents/ Carers

We are delighted to inform you that we have recently signed up to the online payment system **SchoolMoney**. This means that you will now have the facility to make payments for school expenses, such as trips, (N.B not wrap Around Care) online with your debit card. The new system will replace the previous methods of payment.

This new payment system will benefit both us as a school and you as a parent. Not only will you be able to pay for items from the comfort of your own home but you will also be able to access your account at any time to see if there is anything you need to pay for.

SchoolMoney will enable us to experience a more streamlined, cost-effective and efficient payment system in a secure and safe environment.

To access the system, download the Eduspot App and follow the attached guidance to register and login

If for any reason you are struggling to log in, it may be because you have not provided us with the correct contact details. Please let us know immediately if either your mobile number or email address changes.

We appreciate your cooperation in the early stages of rolling this system out to you.

Many Thanks



Mrs Stewart

School & Finance Administrator

1. Logging in & Registering



You will only need to register and login to the Eduspot App once. Once you have done this, the app will remain permanently logged on, unless you delete the app or logout.

First, you will need to download the app onto your device through the relevant app store; it is compatible with both Android and Apple iOS. Once opened, a screen will pop up, this screen will ask you to register your mobile phone number. It will match that phone number with the one on record at the school, so please ensure the school has your correct details.



After your phone number has been entered, you will be asked for a verification code. This will be sent via SMS to the mobile number you entered.



If your email address isn't registered with SchoolMoney, a second screen may pop up. This will ask you to confirm your email address so that when you make a payment a receipt can be sent out to you.

2. Payments

Selecting the Payments section from the menu will take you to a page on which your child's name will be listed. Below your child's name will be a list of the payments that are available for you to pay.

If you have more than one child at the school, simply swipe right to navigate to their page and then left to return to the first child. If you cannot see one of your children on the account, it is likely the child does not have the correct mobile number against their account; please contact the school to resolve this.



Any payments that have passed their due date will be marked as **Overdue** in red below the payment.

To add an item to the basket, select the **green plus icon** next to the payment. This will change to a **red minus icon**. The items added to your basket will appear in the top right of the screen, showing the total items in the basket and the total value of those items.

If you decide against making a payment for a specific item, you can select the **red minus icon** and the item will be removed from your basket.

Please Note: With some payments, when adding them to your basket, a pop-up will appear titled **Consent Required**. You will need to give consent by pressing **OK** for the item to be added to your basket.

Consent Required

Parental permission is required. Your consent will be granted when you check out!

Limited Places

8 / 10 Places Available

Your place will be confirmed when you check out!

OK