Dear parents,

Welcome to SchoolMoney, an easy, safe and secure way to pay for your child's trips, dinners and other expenses online via 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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www.schoolmoney.co.uk
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.

- Input 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.

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- Type in the name and select 'confirm,' this will log you into the payments screen.
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 your child's 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.
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. Simply click into the green box and over type the amount to whatever you wish.

- **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.

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 that you want to make a payment due to security on the system. **We do not store debit/credit card details.**

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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.
3. Shop and Top Ups

Please note: if your school does not use dinners or clubs through our system or have not uploaded any items into the shop, then you may bypass this section.

On the right hand side of the screen, you will see a school shop option. There are two sections to this; the top ups and then the shop items.

3a. Dinner and Club Top Up

You will be able to see in the top of the shop section that you have the option of dinner/club top up for all of your children.

Please note: one or both of these options may not appear depending on what your school has set up.

If you would like to pay for either of these:

- Click into the green box and change the amount if you wish.
- Select the tick box on the right hand side and it will be added to the total.
- Select 'make payment' in the bottom right hand corner.

As these boxes are both in green, you can amend the amount you pay to however much you wish.

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.

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3b. The Shop

If your school sells anything to parents, 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 right 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 wish.

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4. Pre-Booking Dinners & Clubs

If your school does not use pre-booking for Dinners or Clubs through this system, then you may bypass this section.

4a. Dinners

Log in to your account as usual and the payment screen will come up. On the right hand side under '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.

Select Dinner Week

Mon 31 Aug 2015 to Fri 04 Sep 2015

OK Cancel

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Another pop up box will appear with the days of the week.

Tick the boxes against the days that you would like to book and it will calculate a total for you. (You will only be able to tick boxes that are for days in the future).

Select OK and the money will be added to the total at the bottom. Select 'make payment' as normal to complete the transaction.

If your school wants you to pre-book specific meals online, it works slightly differently.

Log on as usual. Tick the box next to dinner top up and select the correct week. Instead of tick boxes for days, drop down boxes will appear.

Choose which option you would like your child to have for each day and press OK.

This will then be added to the total and you will be able to pay for it as usual. (If your child has free school meals you can book without paying by following the same steps).
4b. Clubs

When you log in you will be able to see the club payments on the left hand side of the screen under ‘payments due.’

Select the tick box next to the club you would like to book for and a new pop up will appear with the days of the weeks and drop down boxes underneath.

Choose the days you would like your child to attend and then press ‘OK’ once you are ready to pay.
5a. 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.
5b. Dinners Eaten

The second 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).
- What weeks you have paid for and what weeks you still owe for.

5c. 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 on what days.
<table>
<thead>
<tr>
<th>Individuals</th>
<th>Date</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janie</td>
<td>15 Apr 2018</td>
<td>Chips Cheese &amp; Beans</td>
<td>£2.50</td>
</tr>
<tr>
<td>Janie</td>
<td>17 Apr 2018</td>
<td>Choc Biscuits with Tea</td>
<td>£2.75</td>
</tr>
<tr>
<td>Janie</td>
<td>24 Apr 2018</td>
<td>Dinner Booking</td>
<td>£0.50</td>
</tr>
<tr>
<td>Janie</td>
<td>02 May 2018</td>
<td>Sandwiches</td>
<td>£0.60</td>
</tr>
<tr>
<td>Janie</td>
<td>01 Mar 2018</td>
<td>Glass of Orange Juice</td>
<td>£0.75</td>
</tr>
<tr>
<td>Janie</td>
<td>28 Feb 2018</td>
<td>BLT Sandwich</td>
<td>£2.00</td>
</tr>
<tr>
<td>Janie</td>
<td>01 Jan 2018</td>
<td>Tastyfetti Cornflakes</td>
<td>£0.90</td>
</tr>
<tr>
<td>Janie</td>
<td>31 Dec 2017</td>
<td>Pizza</td>
<td>£0.00</td>
</tr>
<tr>
<td>Janie</td>
<td>30 Dec 2017</td>
<td>Hot Chocolate</td>
<td>£0.00</td>
</tr>
<tr>
<td>Janie</td>
<td>29 Dec 2017</td>
<td>Fries</td>
<td>£0.00</td>
</tr>
<tr>
<td>Janie</td>
<td>28 Dec 2017</td>
<td>Cereal</td>
<td>£0.00</td>
</tr>
<tr>
<td>Trevor</td>
<td>16 Dec 2017</td>
<td>BLT Sandwich</td>
<td>£2.50</td>
</tr>
<tr>
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<td>17 Dec 2017</td>
<td>BLT Sandwich</td>
<td>£2.00</td>
</tr>
<tr>
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<td>14 Dec 2017</td>
<td>Sandwiches</td>
<td>£0.00</td>
</tr>
<tr>
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<td>Sandwiches</td>
<td>£0.00</td>
</tr>
<tr>
<td>Trevor</td>
<td>14 Dec 2017</td>
<td>Sandwiches</td>
<td>£0.00</td>
</tr>
<tr>
<td>Trevor</td>
<td>02 Dec 2017</td>
<td>Celia</td>
<td>£4.00</td>
</tr>
<tr>
<td>Trevor</td>
<td>01 Dec 2017</td>
<td>Sandwiches</td>
<td>£0.50</td>
</tr>
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<td>30 Nov 2017</td>
<td>BLT Sandwich</td>
<td>£2.50</td>
</tr>
<tr>
<td>Trevor</td>
<td>28 Nov 2017</td>
<td>Cereal</td>
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<td>24 Nov 2017</td>
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<td>11 Nov 2017</td>
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</tr>
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<td>Chocolate</td>
<td>£1.20</td>
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<td>Cereal</td>
<td>£4.50</td>
</tr>
<tr>
<td>Trevor</td>
<td>02 Nov 2017</td>
<td>WATER OF DISTILLED WATER</td>
<td>£1.90</td>
</tr>
<tr>
<td>Trevor</td>
<td>25 Oct 2017</td>
<td>Apple</td>
<td>£0.50</td>
</tr>
</tbody>
</table>

If you need to amend any bookings, please follow the original steps for booking. You will not be asked to pay for these amendments.

www.schoolmoney.co.uk
6. FAQ

Do I have to pay online?
Your school office may still allow you to make payments in school with cash, cheque, cards and vouchers. Please check with your school.

Do I have to pay for the whole expense in one go?
No, the school office may set up instalments for a payment. This will depend on the school and the type of payment.

What happens if I change my mobile number or email address?
Please ensure any changes to your contact details are passed onto the school as soon as possible. If there are any delays, you may not receive new payment messages, and you could have problems logging in to SchoolMoney.

Does SchoolMoney store my card details when I make a payment?
No, each time you start the payment process you will need to enter your card details. No confidential information is stored, making the process highly secure.

What happens if I have more than one child at the school?
For each child, you will receive a text message and/or email stating you have a new payment to make. However, if you sign in for one child's account the rest of their siblings payments can be viewed and paid for, making it easy and straightforward to pay for your children's expenses.

What happens if I forget my password?
The password and payment details will be in each payment message that the school sends out, so don't worry if you forget the password or delete the message the school has sent you. The school can also re-send your password details; just speak to someone in the school office.

Can I change my password?
You cannot change your password. The system automatically generates your password and it will stay the same for the whole time you use school money.

Do you offer the facility to pay by PayPal?
We do not currently offer the facility to pay by PayPal. If you would like to know about alternative ways to pay rather than online, please contact your school to find out what they allow.
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 pay for the wrong item or on the wrong child, then you will need to contact your school to find out if they can move the money to the correct place or process a refund.

What if the school doesn't have my mobile number or email address?
If the school doesn't have your mobile or email on record, you can still input those details into our login page and these details will be saved against your child's record.

What happens if I can't log on because of an 'invalid password'?
If you get the message of 'invalid password,' it may be that the details you are putting in to the login page are incorrect. Please contact your school to double check your mobile number and email address, and to request that they re-send 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.

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