



# Schoolmoney

Payments Made Easy

## Parent User Guide

Dear parents,

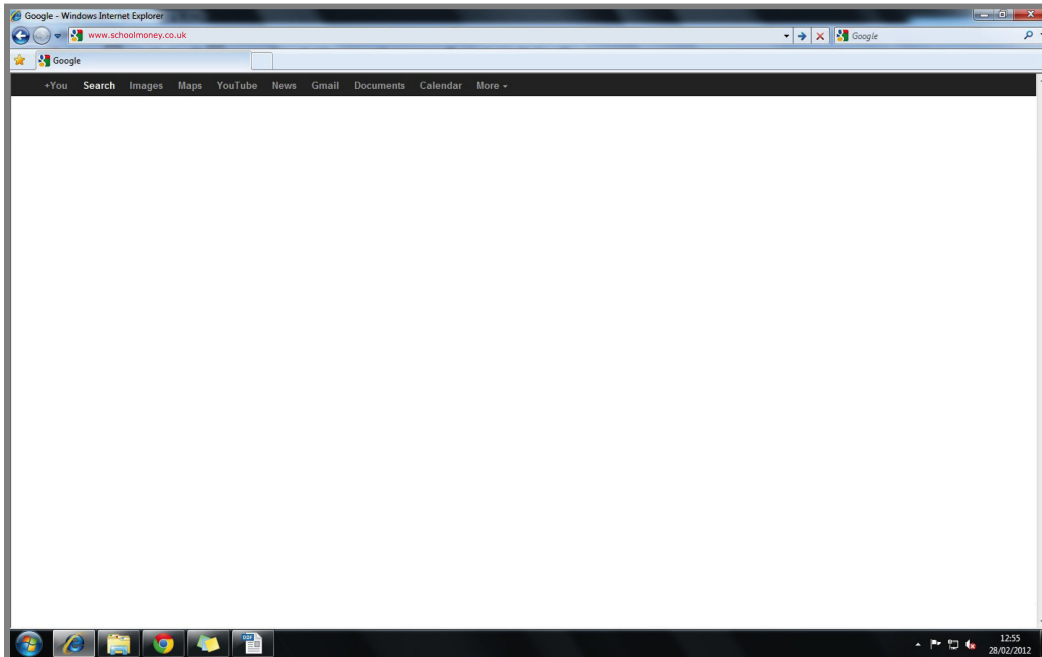
This is a step by step guide for making payments on [SchoolMoney](#) for school trips, dinner money and other expenses.

[SchoolMoney](#) is an easy, safe and secure way of paying for your child's school expenses online. You will receive payment notification messages through text messages and/or emails telling you that a new payment is due. The message will direct you to the payment website [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk) where you can log in and make your payment. The school can set up instalments for each payment, so you can choose to pay for part of an expense or the whole amount!

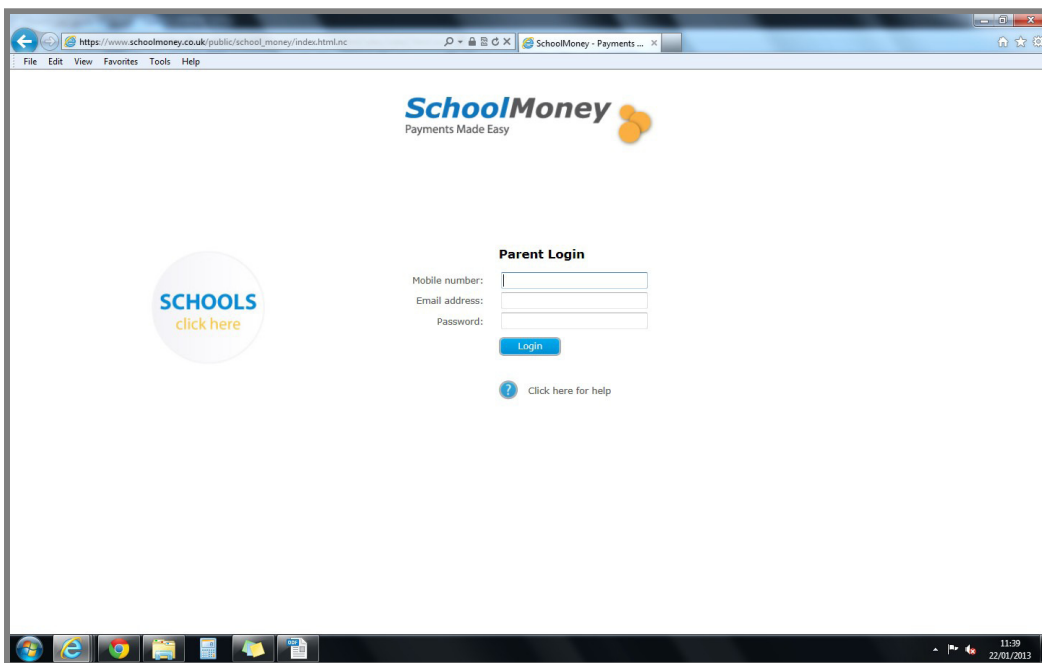
At the end of the guide is a FAQ section, but if you have any further questions please get in contact with the school office.

## Getting Started

1. When the school sends you a new payment message, go to the website [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk) to start the payment process.

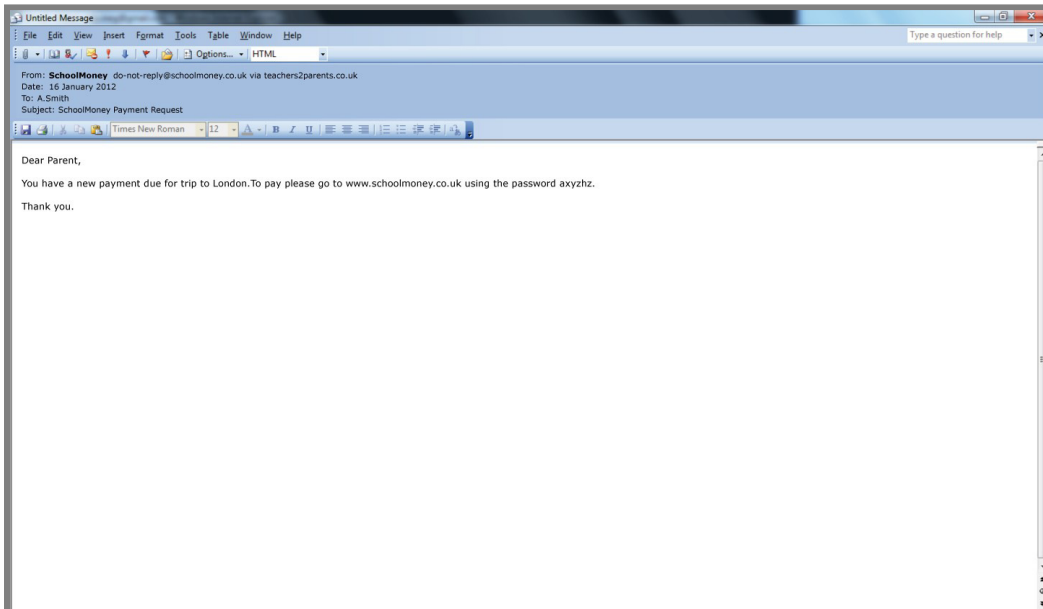


2. You will then see our [SchoolMoney](#) login page.

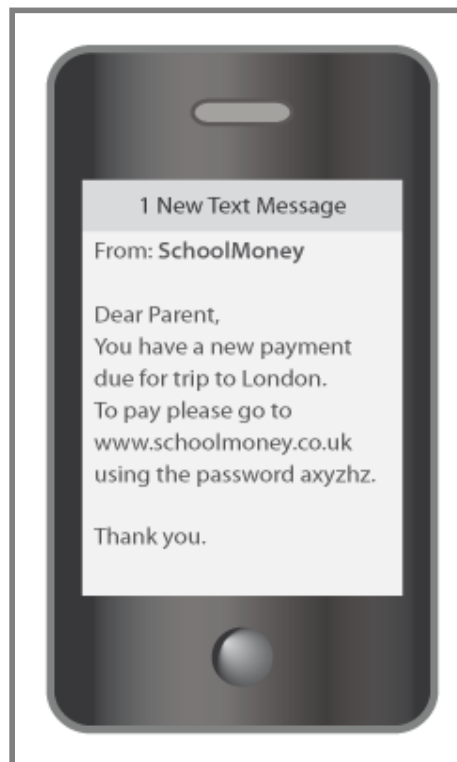


**3.** Enter in your mobile number, email address and the password which you can find in your text message/email from the school.

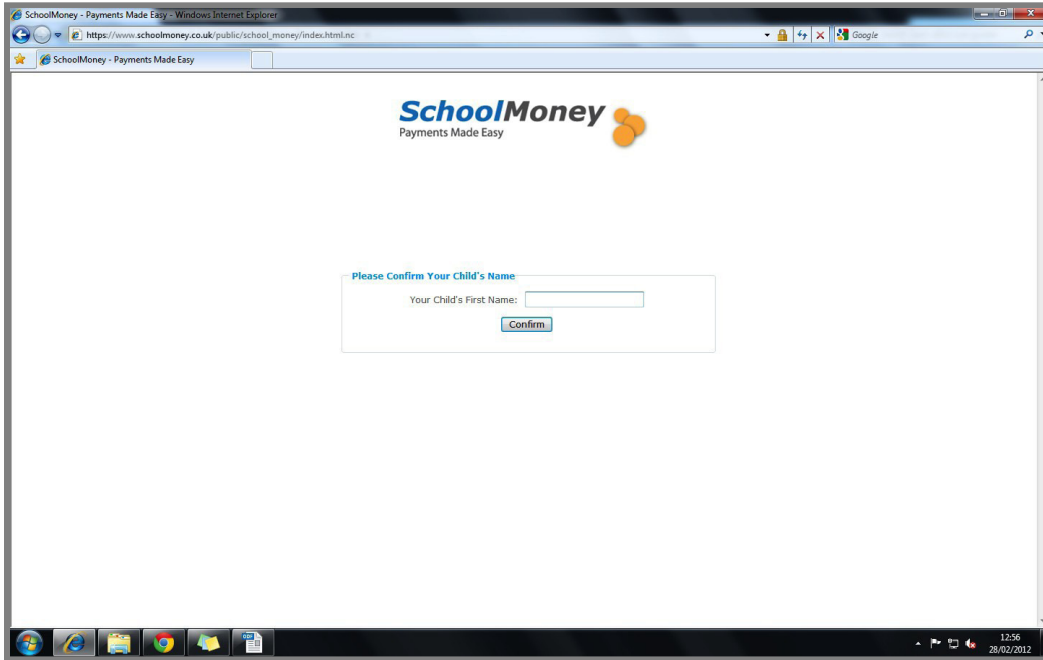
**3.1** An example of the email you will receive from **SchoolMoney**. The message will contains details of your child's payment, the **SchoolMoney** web address and your password.



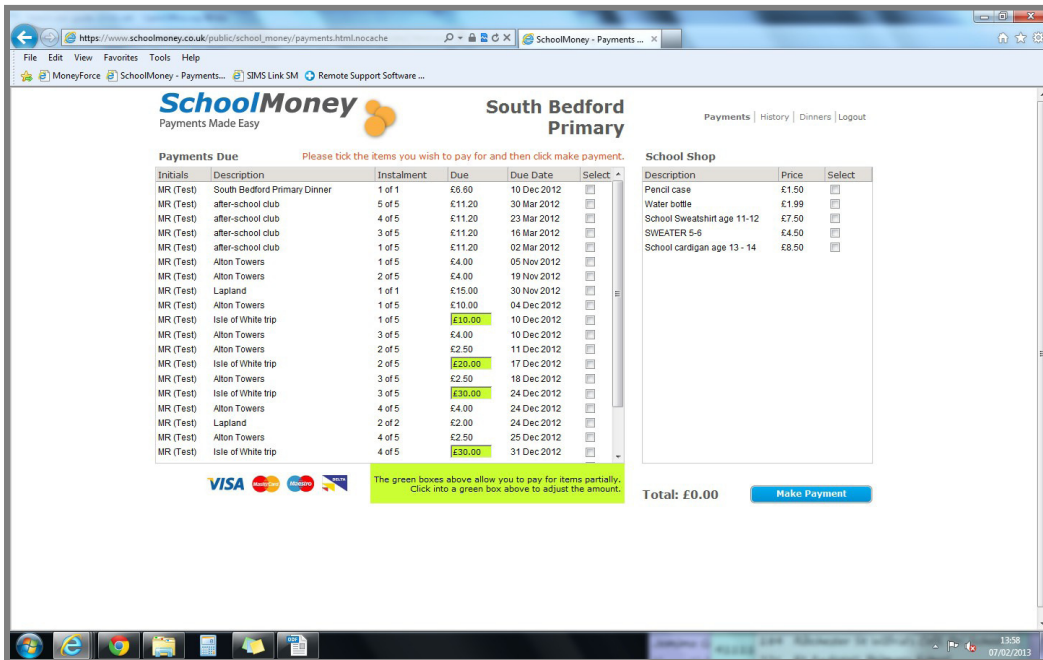
**3.2** An example of the text message you will receive from **SchoolMoney**. The message will contains details of your child's payment, the **SchoolMoney** web address and your password.



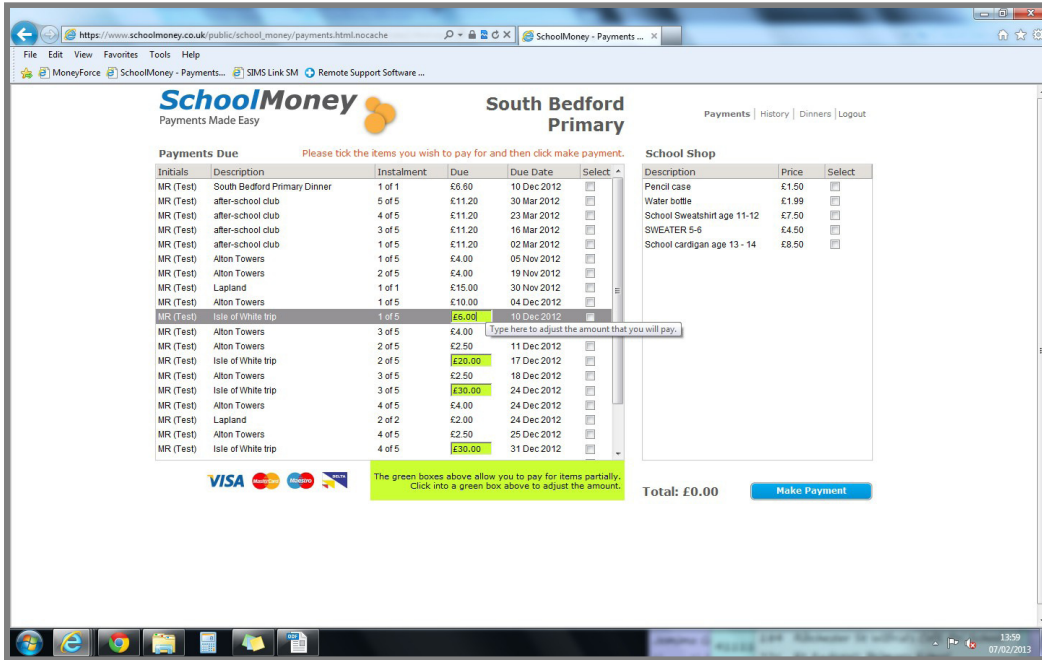
4. Once you have entered those details, click login then enter the first name of the child who you received the payment message for.



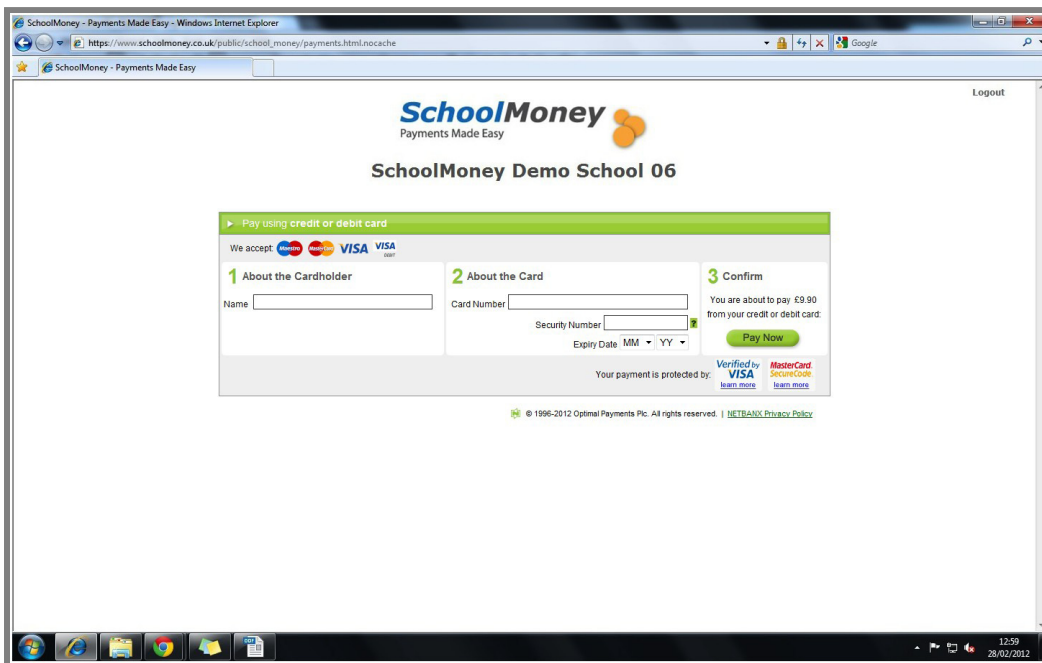
5. You will then see the payments page of SchoolMoney. You can pay by instalments or pay the whole cost in one go, so tick which payments you'd like to make then click the 'Make Payment' button.



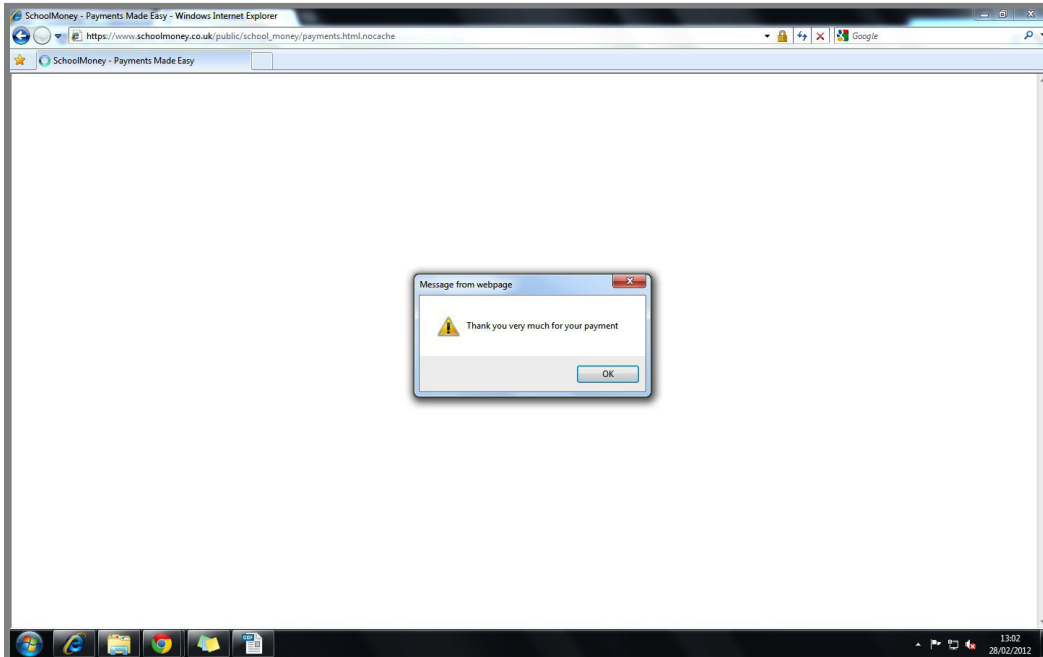
6. If the payment box is green you can type in how much of the specified amount you would like to pay at this time.



7. On the next page enter in your card details. Click the 'Pay now' button to complete your payment.



## 8. Congratulations, your payment has been processed!



9. Once you have the payment message above, click Ok and you will be directed back to the payment page of [SchoolMoney](#). The instalments will now be updated and the payment process is complete. A receipt will be emailed to you immediately. An example of the receipt you will receive for your payment from [Schoolmoney](#).

Receipt Number: 166799-1		Year 10,Arnold Lisa	
Payment Type	Description	Payment Method	Amount
School Trip	Alton Towers (1 of 3)	Cash	£5.00

## Dinners

1. If you pay for your child's dinners on SchoolMoney there is an option to see what days your child has eaten dinners. Just select the tab 'dinners'

**SchoolMoney** South Bedford Primary Payments | History | Dinners | Logout

Payments Made Easy

**Payments Due** Please tick the items you wish to pay for and then click make payment.

Initials	Description	Instalment	Due	Due Date	Select
CW (Year 6)	School Dinners 2013 Dinner	1 of 1	£4.00	17 Jun 2013	<input type="checkbox"/>

**School Shop**

Description	Price	Select
Pencil case	£1.50	<input type="checkbox"/>
Water bottle	£1.99	<input type="checkbox"/>

2. On this page you will be able to see the amount of dinners your child has had each week.

**SchoolMoney** South Bedford Primary Payments | History | Dinners | Logout

Payments Made Easy

**Your dinner money balance is £-4.00 in deficit.**

Initials	Dinner	Date	Mon	Tue	Wed	Thu	Fri	Weekly Total
CW (Year 6)	School Dinners 2013	15 Jul - 19 Jul	■	■	■	■	■	£4.00
CW (Year 6)	School Dinners 2013	08 Jul - 12 Jul	■	■	■	■	■	£8.00
CW (Year 6)	School Dinners 2013	01 Jul - 05 Jul	■	■	■	■	■	£8.00
CW (Year 6)	School Dinners 2013	24 Jun - 28 Jun	■	■	■	■	■	£10.00
CW (Year 6)	School Dinners 2013	17 Jun - 21 Jun	■	■	■	■	■	£4.00
CW (Year 6)	School Dinners 2013	27 May - 31 May	■	■	■	■	■	£6.00

■ Dinner Eaten ■ No Dinner Eaten ■ Free School Meal Eaten ■ School Holiday - no dinners offered

2.1 There is a clear key at the bottom to indicate what each colour means and there are totals on the right hand side to indicate what must be paid for each dinner payment.

## Pre Booking for Dinners or Clubs

1. If you are required to book your dinners or club attendance in advance then when selecting the payment you will have the option to select the specific days your child will be eating/attending. This will then alter the payment amount you need to make.

**SchoolMoney** South Bedford Primary Payments | History | Dinners | Logout

Payments Due Please tick the items you wish to pay for and then click make payment. School Shop

Initials	Description	Instalment	Due	Due Date	Select
CW (Year 6)	School Dinners 2013 Dinner	1 of 1	£4.00	01 Jul 2013	<input type="checkbox"/>
CW (Year 6)	School Dinners 2013 Dinner	1 of 1	£4.00	17 Jun 2013	<input type="checkbox"/>
CW (Year 6)	School Dinners 2013 Dinner	1 of 1	£4.00	24 Jun 2013	<input checked="" type="checkbox"/>
CW (Year 6)	School Dinners 2013 Dinner	1 of 1	£4.00	08 Jul 2013	<input type="checkbox"/>
CW (Year 6)	School Dinners 2013 Dinner	1 of 1	£4.00	15 Jul 2013	<input type="checkbox"/>

**Select days for dinner**

Select dinner bookings for Mon 24 Jun 2013 to Fri 28 Jun 2013

Day	Mon	Tue	Wed	Thu	Fri	Total
£2.00 per meal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	£6.00

**OK** **Cancel**

Dinner Money: £30.00

**Total: £0.39** **Make Payment**

A 39p transaction charge will be added to your total

VISA ■ The green boxes above allow you to pay for items partially. Click into a green box above to adjust the amount.

1.2 Here you will now see the total cost accumulated and be able to continue with your payment like normal.

**SchoolMoney** South Bedford Primary Payments | History | Dinners | Logout

Payments Due Please tick the items you wish to pay for and then click make payment. School Shop

Initials	Description	Instalment	Due	Due Date	Select
CW (Year 6)	School Dinners 2013 Dinner	1 of 1	£6.00	01 Jul 2013	<input checked="" type="checkbox"/>
CW (Year 6)	School Dinners 2013 Dinner	1 of 1	£4.00	17 Jun 2013	<input type="checkbox"/>
CW (Year 6)	School Dinners 2013 Dinner	1 of 1	£10.00	24 Jun 2013	<input type="checkbox"/>
CW (Year 6)	School Dinners 2013 Dinner	1 of 1	£8.00	08 Jul 2013	<input type="checkbox"/>
CW (Year 6)	School Dinners 2013 Dinner	1 of 1	£4.00	15 Jul 2013	<input type="checkbox"/>

Description	Price	Select
Pencil case	£1.50	<input type="checkbox"/>
Water bottle	£1.99	<input type="checkbox"/>
School Sweatshirt age 11-12	£7.50	<input type="checkbox"/>
SWEATER 5-6	£4.50	<input type="checkbox"/>
School cardigan age 13 - 14	£8.50	<input type="checkbox"/>
Top	£3.00	<input type="checkbox"/>
Plimsolls	£2.00	<input type="checkbox"/>
Book Bag	£4.50	<input type="checkbox"/>

Dinner Money: £36.00

**Total: £6.39** **Make Payment**

A 39p transaction charge will be added to your total

VISA ■ The green boxes above allow you to pay for items partially. Click into a green box above to adjust the amount.



## **FAQ**

### **Do I have to pay online?**

Not at all, you can still make payments with cash, cheques and vouchers via the school office.

### **Do I have to pay for the whole expense in one go?**

No, the school office will set up instalments for a payment, so it's completely up to you how much you'd like to pay at that time.

### **What happens if I change my mobile number or email address?**

Make sure 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.