

Parent User Guide for School Money

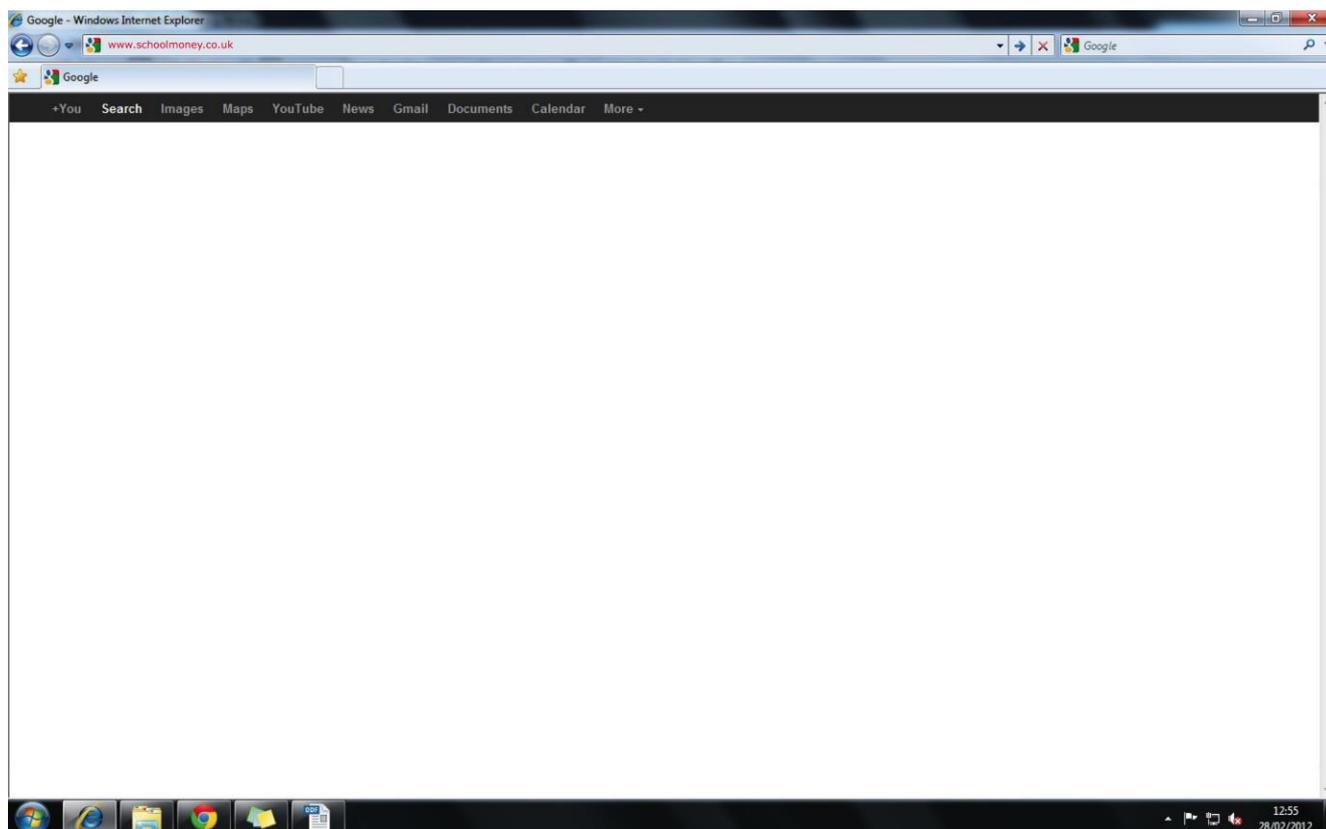
Dear parents, carer

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 where you can log in and make your payment.

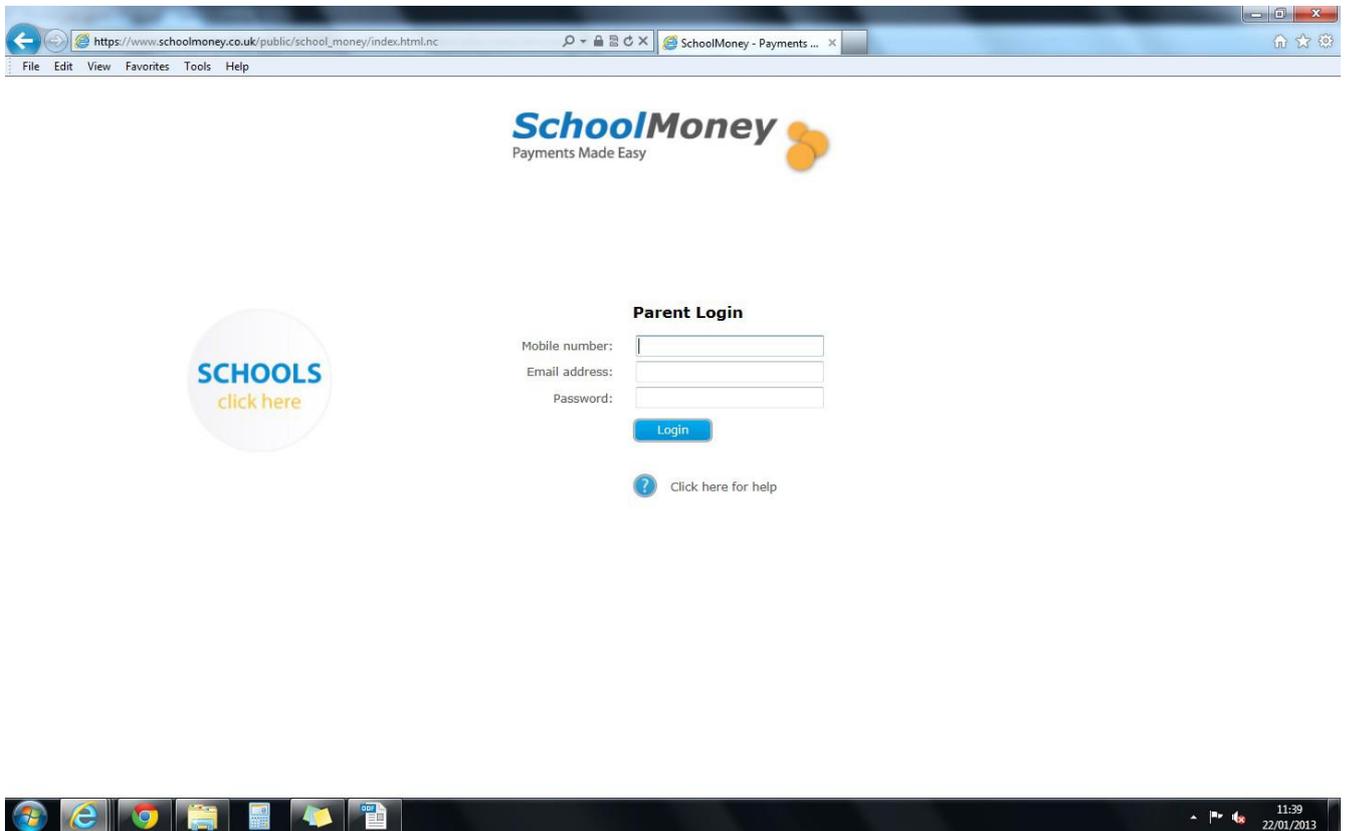
At the end of the guide is a FAQ section, but if you have any further questions please get in contact with the school office.

Getting Started

1. When the school sends you a new payment message, go to the website www.schoolmoney.co.uk (try to avoiding google chrome and mobile phones) to start the payment process.

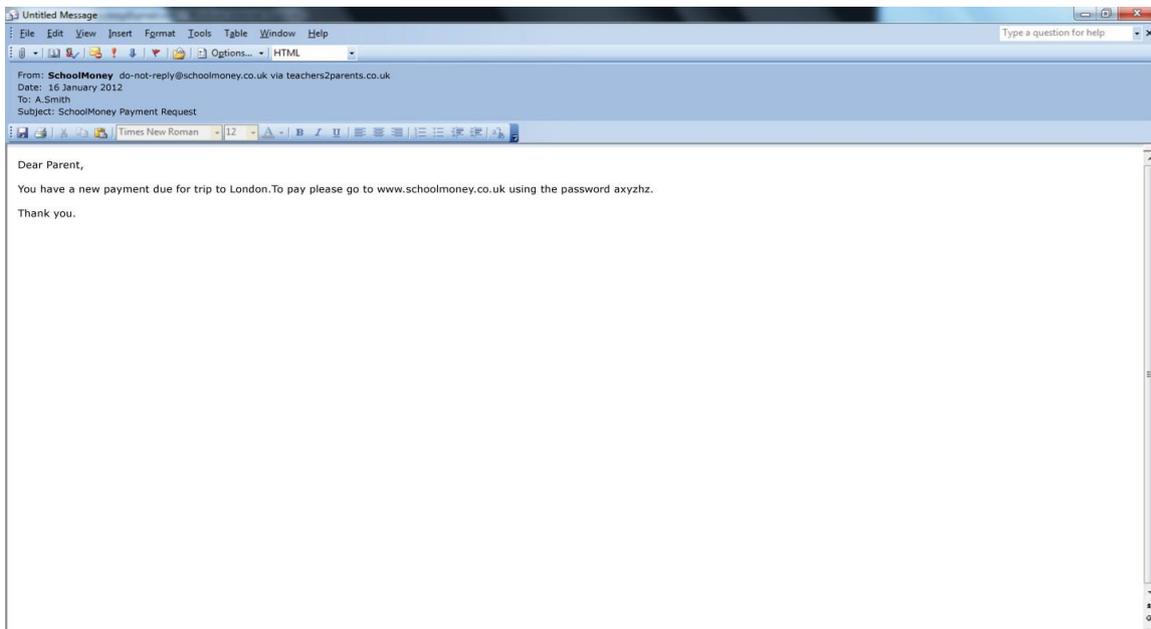


2. You will then see our SchoolMoney login page.



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

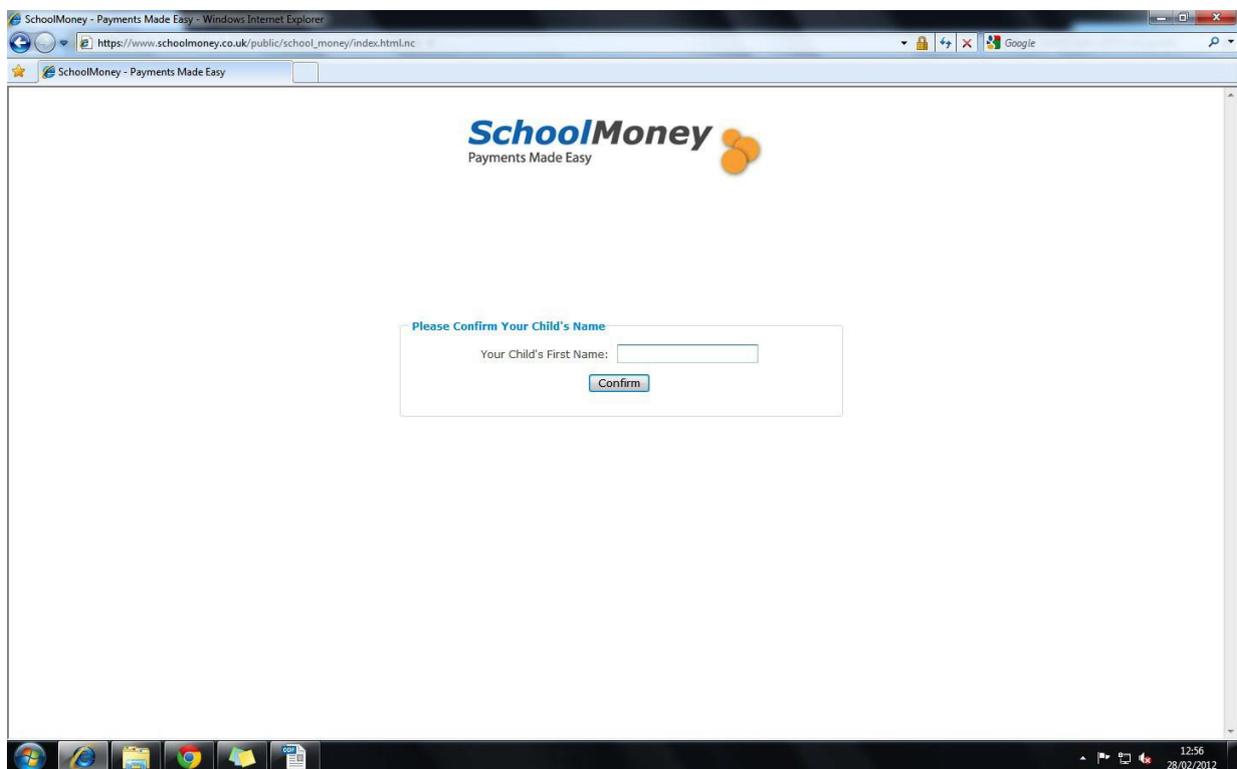
3.1 An example of the email you will receive from SchoolMoney. The message will contains details of your child's payment, the SchoolMoney web address and your password.



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.

SchoolMoney Payments Made Easy

South Bedford Primary

Payments | History | Dinners | Logout

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

Initials	Description	Instalment	Due	Due Date	Select
MR (Test)	South Bedford Primary Dinner	1 of 1	£6.60	10 Dec 2012	<input type="checkbox"/>
MR (Test)	after-school club	5 of 5	£11.20	30 Mar 2012	<input type="checkbox"/>
MR (Test)	after-school club	4 of 5	£11.20	23 Mar 2012	<input type="checkbox"/>
MR (Test)	after-school club	3 of 5	£11.20	16 Mar 2012	<input type="checkbox"/>
MR (Test)	after-school club	1 of 5	£11.20	02 Mar 2012	<input type="checkbox"/>
MR (Test)	Alton Towers	1 of 5	£4.00	05 Nov 2012	<input type="checkbox"/>
MR (Test)	Alton Towers	2 of 5	£4.00	19 Nov 2012	<input type="checkbox"/>
MR (Test)	Lapland	1 of 1	£15.00	30 Nov 2012	<input type="checkbox"/>
MR (Test)	Alton Towers	1 of 5	£10.00	04 Dec 2012	<input type="checkbox"/>
MR (Test)	Isle of White trip	1 of 5	£10.00	10 Dec 2012	<input type="checkbox"/>
MR (Test)	Alton Towers	3 of 5	£4.00	10 Dec 2012	<input type="checkbox"/>
MR (Test)	Alton Towers	2 of 5	£2.50	11 Dec 2012	<input type="checkbox"/>
MR (Test)	Isle of White trip	2 of 5	£20.00	17 Dec 2012	<input type="checkbox"/>
MR (Test)	Alton Towers	3 of 5	£2.50	18 Dec 2012	<input type="checkbox"/>
MR (Test)	Isle of White trip	3 of 5	£30.00	24 Dec 2012	<input type="checkbox"/>
MR (Test)	Alton Towers	4 of 5	£4.00	24 Dec 2012	<input type="checkbox"/>
MR (Test)	Lapland	2 of 2	£2.00	24 Dec 2012	<input type="checkbox"/>
MR (Test)	Alton Towers	4 of 5	£2.50	25 Dec 2012	<input type="checkbox"/>
MR (Test)	Isle of White trip	4 of 5	£30.00	31 Dec 2012	<input type="checkbox"/>

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

School Shop

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"/>

Total: £0.00 [Make Payment](#)

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.

SchoolMoney Payments Made Easy

South Bedford Primary

Payments | History | Dinners | Logout

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

Initials	Description	Instalment	Due	Due Date	Select
MR (Test)	South Bedford Primary Dinner	1 of 1	£6.60	10 Dec 2012	<input type="checkbox"/>
MR (Test)	after-school club	5 of 5	£11.20	30 Mar 2012	<input type="checkbox"/>
MR (Test)	after-school club	4 of 5	£11.20	23 Mar 2012	<input type="checkbox"/>
MR (Test)	after-school club	3 of 5	£11.20	16 Mar 2012	<input type="checkbox"/>
MR (Test)	after-school club	1 of 5	£11.20	02 Mar 2012	<input type="checkbox"/>
MR (Test)	Alton Towers	1 of 5	£4.00	05 Nov 2012	<input type="checkbox"/>
MR (Test)	Alton Towers	2 of 5	£4.00	19 Nov 2012	<input type="checkbox"/>
MR (Test)	Lapland	1 of 1	£15.00	30 Nov 2012	<input type="checkbox"/>
MR (Test)	Alton Towers	1 of 5	£10.00	04 Dec 2012	<input type="checkbox"/>
MR (Test)	Isle of White trip	1 of 5	£6.00	10 Dec 2012	<input type="checkbox"/>
MR (Test)	Alton Towers	3 of 5	£4.00	10 Dec 2012	<input type="checkbox"/>
MR (Test)	Alton Towers	2 of 5	£2.50	11 Dec 2012	<input type="checkbox"/>
MR (Test)	Isle of White trip	2 of 5	£20.00	17 Dec 2012	<input type="checkbox"/>
MR (Test)	Alton Towers	3 of 5	£2.50	18 Dec 2012	<input type="checkbox"/>
MR (Test)	Isle of White trip	3 of 5	£30.00	24 Dec 2012	<input type="checkbox"/>
MR (Test)	Alton Towers	4 of 5	£4.00	24 Dec 2012	<input type="checkbox"/>
MR (Test)	Lapland	2 of 2	£2.00	24 Dec 2012	<input type="checkbox"/>
MR (Test)	Alton Towers	4 of 5	£2.50	25 Dec 2012	<input type="checkbox"/>
MR (Test)	Isle of White trip	4 of 5	£30.00	31 Dec 2012	<input type="checkbox"/>

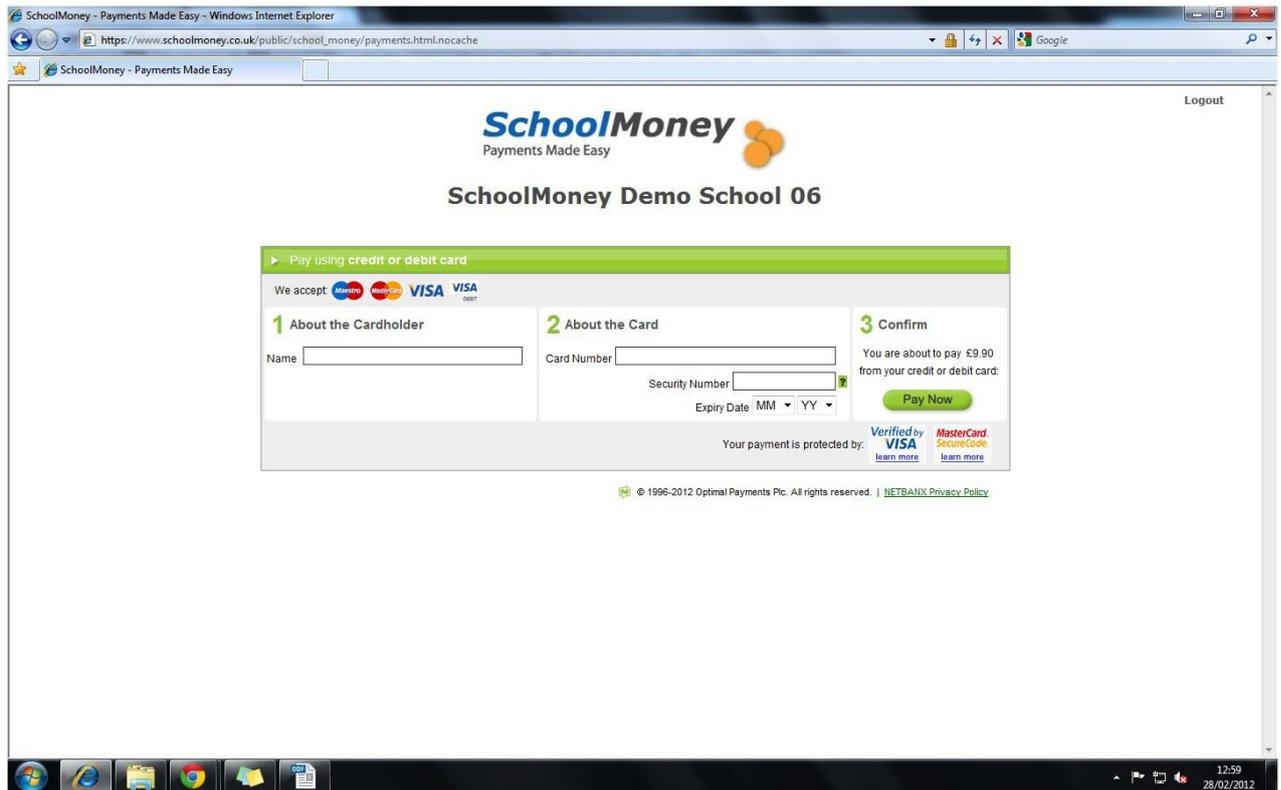
The green boxes above allow you to pay for items partially. Click into a green box above to adjust the amount.

School Shop

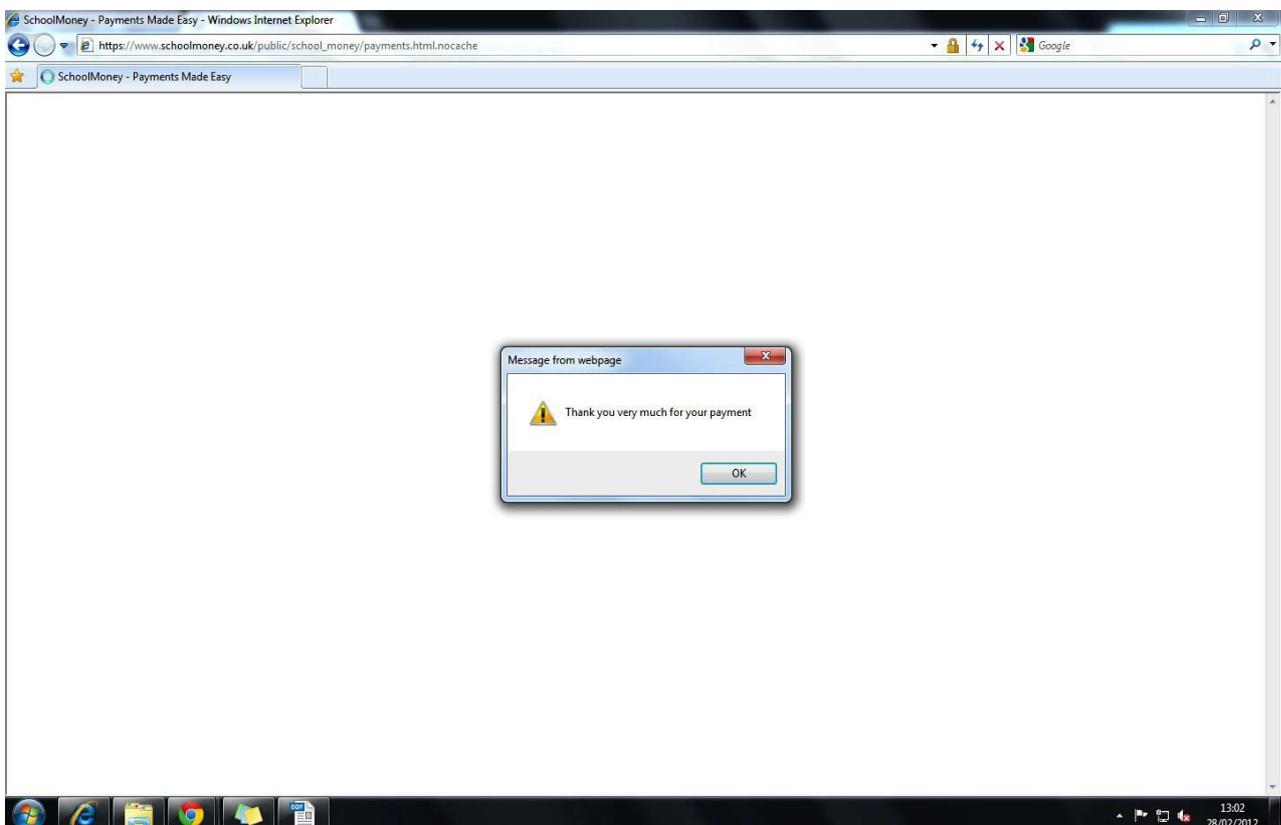
Description	Price	Select
Pencil case	£1.50	<input type="checkbox"/>
Water bottle	£1.99	<input type="checkbox"/>
School Sweatshirt age 11-12	£7.50	<input type="checkbox"/>
SWEATER 5-6	£4.50	<input type="checkbox"/>
School cardigan age 13 - 14	£8.50	<input type="checkbox"/>

Total: £0.00 [Make Payment](#)

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

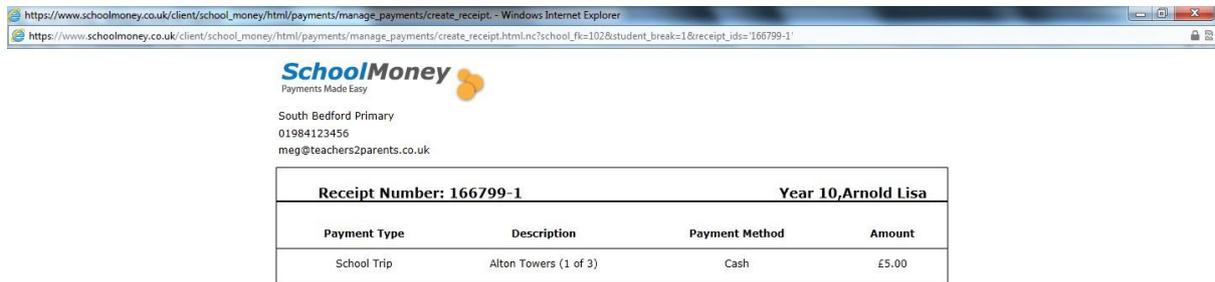


8. Congratulations, your payment has been processed!



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.



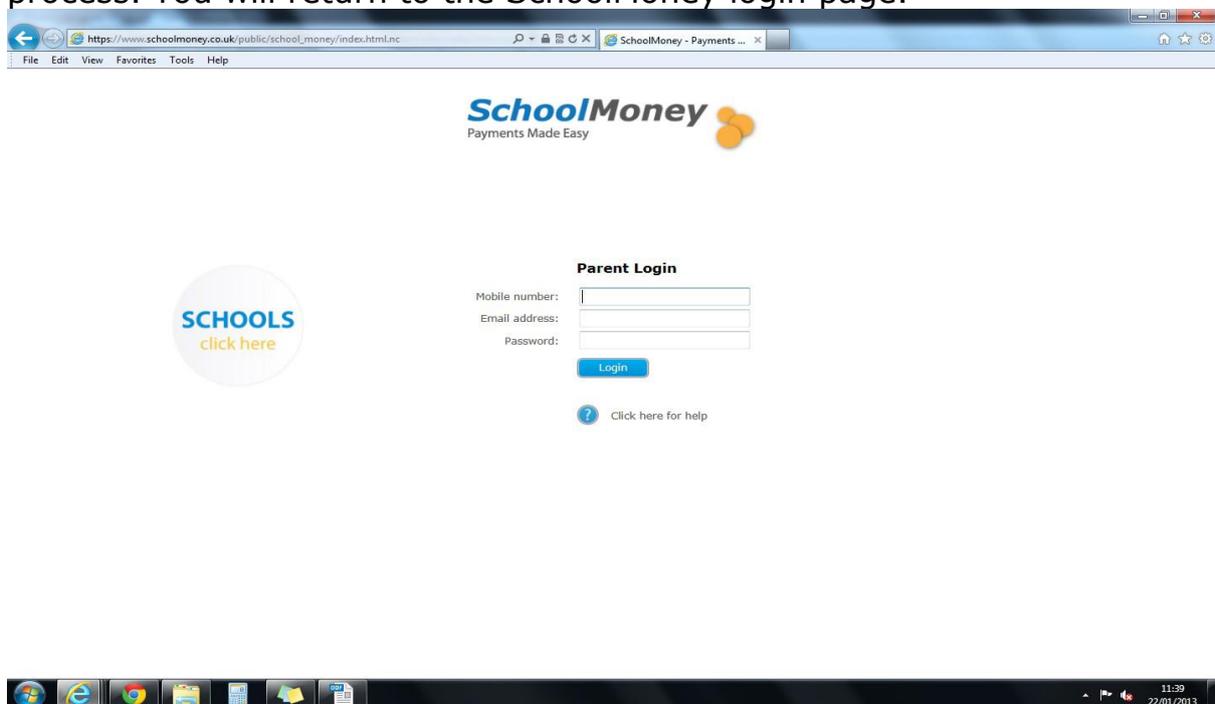
The screenshot shows a browser window with the URL https://www.schoolmoney.co.uk/client/school_money/html/payments/manage_payments/create_receipt.html. The page displays the SchoolMoney logo and contact information for South Bedford Primary. Below this is a receipt table for Year 10, Arnold Lisa.

SchoolMoney
Payments Made Easy

South Bedford Primary
01984123456
meg@teachers2parents.co.uk

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

10. Click 'logout' in the upper right hand corner to end the payment process. You will return to the SchoolMoney login page.



The screenshot shows the SchoolMoney login page. It features the SchoolMoney logo and a 'Parent Login' section with input fields for mobile number, email address, and password. A 'Login' button and a 'Click here for help' link are also visible.

SchoolMoney
Payments Made Easy

SCHOOLS
click here

Parent Login

Mobile number:

Email address:

Password:

[Click here for help](#)

Paypoint option

There will also be the option to use paypoint in your local shop. The office will provide you with a barcode to take to a paypoint facility which will be scanned and you can top up your child's balance, you can keep this barcode slip and use as many times as you wish. The nearest paypoint shop to College Road is St Levan Valley Stores opposite the park.

FAQ

Do I have to pay online?

Yes or you can use the paypoint service in local shops.

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.