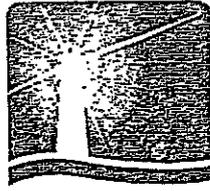


Available to use for Glebe from 1st September
As no cash from 1st September 2017



SchoolMoney

Parent User Guide

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.

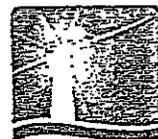
If you have any questions about making payments, simply contact your school and they can get in touch with us!

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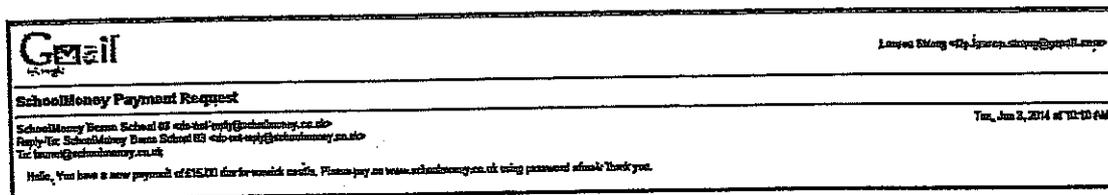


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1. Logging into SchoolMoney



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.



SchoolMoney
Payments Made Easy

Please confirm your Child's name

Your Child's First Name:

- Type in the name and select 'confirm,' this will log you into the payments screen.

SchoolMoney Payments Made Easy **SchoolMoney Demo School 03** [Payments](#) [History](#) [Logout](#)

Payments Due Please tick the items you wish to pay for and then click on Make Payment.

Name	Description	Treatment	Due	Due Date	Select
Jacob	Dinner Arrears	Arrears	£14.78	21 Jul 2016	<input type="checkbox"/>
Jacob	Paynt	1 of 1	£14.78	21 Jul 2016	<input type="checkbox"/>
Lauren	Farm	1 of 1	£14.78	24 Jul 2016	<input type="checkbox"/>
Lauren	Barbecue	1 of 1	£14.78	24 Jul 2016	<input type="checkbox"/>

School Shop

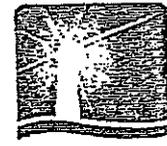
Description	Price	Select
Jacob - Dinner Top Up	£14.78	<input type="checkbox"/>
Lauren - Dinner Top Up	£14.78	<input type="checkbox"/>
Jacob - Club Top Up	£14.78	<input type="checkbox"/>
Lauren - Club Top Up	£14.78	<input type="checkbox"/>
Jacob - Bookbag	£3.00	<input type="checkbox"/>
Jacob - Book Bag	£3.00	<input type="checkbox"/>
Jacob - Book Bag 100%	£4.00	<input type="checkbox"/>
Jacob - Cap	£4.00	<input type="checkbox"/>
Jacob - Cardigan	£11.00	<input type="checkbox"/>
Jacob - Flasher	£2.00	<input type="checkbox"/>
Jacob - Football Pouch	£4.00	<input type="checkbox"/>
Jacob - Green Mousepad	£2.00	<input type="checkbox"/>
Jacob - Hat	£5.00	<input type="checkbox"/>
Jacob - Hoody	£15.00	<input type="checkbox"/>
Jacob - Jumper	£10.00	<input type="checkbox"/>
Jacob - Max Card	£2.00	<input type="checkbox"/>
Jacob - PE bag	£4.00	<input type="checkbox"/>
Jacob - PE penny	£2.00	<input type="checkbox"/>
Jacob - Photo	£3.00	<input type="checkbox"/>
Jacob - Peds Shirt	£10.00	<input type="checkbox"/>
Jacob - Peds Shirt 20%	£7.00	<input type="checkbox"/>
Jacob - Puffer	£10.00	<input type="checkbox"/>
Jacob - Rucksack	£10.00	<input type="checkbox"/>
Jacob - Socks	£1.00	<input type="checkbox"/>

Dinner: Jacob: £14.78 Arrears Dinner: Lauren: £14.78 10 Credits
School Total: £39.56 Arrears

Total: £0.00
Dinner: Jacob: £14.78

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

2. Making a Payment



Once you have logged in to your account, you will then be able to make a payment for your child.



SchoolMoney
Payments Made Easy

SchoolMoney Damb School 03

Payments - Henry's Logout

Please tick the items you wish to pay for and then click on Make Payment.

Payments Due

Name	Description	Instalment	Due	Due Date	Select
Jacob	Smart Armband	Armband	£14.75		<input type="checkbox"/>
Jacob	Fees	1 of 1	£100.00	24 Jul 2016	<input type="checkbox"/>
Lauren	Fees	1 of 1	£100.00	24 Jul 2016	<input type="checkbox"/>
Lauren	Books	1 of 1	£5.00		<input type="checkbox"/>

School Shop

Description	Price	Select
Jacob - Dobby Top Up	£10.00	<input type="checkbox"/>
Lauren - Dobby Top Up	£10.00	<input type="checkbox"/>
Jacob - Club Top Up	£10.00	<input type="checkbox"/>
Lauren - Club Top Up	£10.00	<input type="checkbox"/>
Jacob - Book Bag	£1.00	<input type="checkbox"/>
Jacob - Book Bag	£1.00	<input type="checkbox"/>
Jacob - Book Bag	£1.00	<input type="checkbox"/>
Jacob - Cap	£1.00	<input type="checkbox"/>
Jacob - Cardigan	£1.00	<input type="checkbox"/>
Jacob - Hoodie	£1.00	<input type="checkbox"/>
Jacob - Footballer Jersey	£1.00	<input type="checkbox"/>
Jacob - Green Mousepad	£1.00	<input type="checkbox"/>
Jacob - Hat	£1.00	<input type="checkbox"/>
Jacob - Hoodie	£1.00	<input type="checkbox"/>
Jacob - Jumper	£1.00	<input type="checkbox"/>
Jacob - Mini Card	£1.00	<input type="checkbox"/>
Jacob - P.E Bag	£1.00	<input type="checkbox"/>
Jacob - PE jumper	£1.00	<input type="checkbox"/>
Jacob - Photo	£1.00	<input type="checkbox"/>
Jacob - Polo Shirt	£1.00	<input type="checkbox"/>
Jacob - Polo Shirt	£1.00	<input type="checkbox"/>
Jacob - Rugby	£1.00	<input type="checkbox"/>
Jacob - Backpack	£1.00	<input type="checkbox"/>
Jacob - Rug	£1.00	<input type="checkbox"/>

Dobby Jacob: £14.75 Armband Dobby Lauren: £124.10 Credit
 School Trip £100.00 Armband

Total: £0.00
 Credit: £100.00




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

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.



SchoolMoney Payments Made Easy SchoolMoney Demd School 03 Payments | History | Upload

Payments Due Please tick the items you wish to pay for and then click on Make Payments.

Name	Description	Instalment	Due	Due Date	Select
Jacob	Dinner/Arrows	Arrows	£14.70		<input type="checkbox"/>
Jacob	Fees	1 of 1	£14.70	21 Jul 2016	<input type="checkbox"/>
Lauren	Fees	1 of 1	£14.70	21 Jul 2016	<input type="checkbox"/>
Lauren	Bookings	1 of 1	£14.70	24 Jul 2016	<input type="checkbox"/>
Lauren	London Zoo	2 of 2	£14.00	01 Jul 2016	<input type="checkbox"/>

Dinner Jacob: £14.70 Arrows Dinner Lauren: £14.10 Credits
School Trip: £30.00 Arrows

School Shop

Description	Price	Select
Jacob - Dinner Top Up	£14.70	<input type="checkbox"/>
Lauren - Dinner Top Up	£14.70	<input type="checkbox"/>
Jacob - Club Top Up	£14.70	<input type="checkbox"/>
Lauren - Club Top Up	£14.70	<input type="checkbox"/>
Jacob - Book Bag	£2.00	<input type="checkbox"/>
Jacob - Book Bag K32	£4.00	<input type="checkbox"/>
Jacob - Cap	£4.00	<input type="checkbox"/>
Jacob - Backpack	£10.00	<input type="checkbox"/>
Jacob - Flasher	£2.00	<input type="checkbox"/>
Jacob - Fountain Pens	£4.00	<input type="checkbox"/>
Jacob - Green Notebook	£2.00	<input type="checkbox"/>
Jacob - Hat	£5.00	<input type="checkbox"/>
Jacob - Headfile	£10.00	<input type="checkbox"/>
Jacob - Jumper	£2.00	<input type="checkbox"/>
Jacob - Map Card	£4.00	<input type="checkbox"/>
Jacob - P.E bag	£2.00	<input type="checkbox"/>
Jacob - PE Socks	£2.00	<input type="checkbox"/>
Jacob - Photo	£2.00	<input type="checkbox"/>
Jacob - Trus Slab	£10.00	<input type="checkbox"/>
Jacob - Polo shirt 20"	£2.00	<input type="checkbox"/>
Jacob - Rubber	£1.00	<input type="checkbox"/>
Jacob - Rucksack	£10.00	<input type="checkbox"/>
Jacob - Socks	£2.00	<input type="checkbox"/>

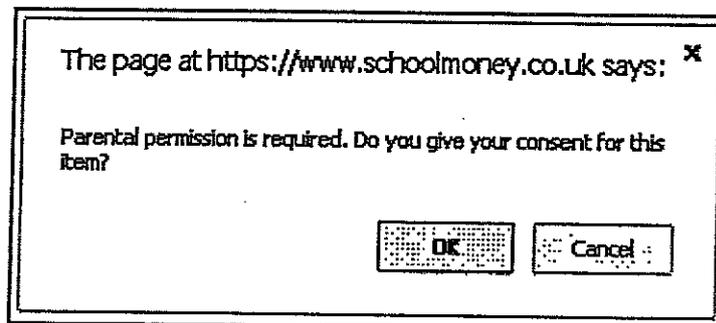
Total: £20.00

VISA The green boxy please allow you to pay for these payments. Click into a green box above to adjust the amount.

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.



SchoolMoney Payments Made Easy SchoolMoney Demo School 03 Logout

With account:

1 About the Cardholder 2 About the Card 3 Confirm

Name: Card Number: You are about to pay **£20.00**
Security Number: from your credit or debit card.
Expiry Date: /

Your payment is protected by:

© 1999-2015 Optimal Payments Plc. All rights reserved. | [HELP](#) [CONTACT](#)

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.

School Shop		
Description	Price	Qty
Jacob - Dinner Top Up	£10.50	<input type="text"/>
Lauren - Dinner Top Up	£10.50	<input type="text"/>
Jacob - Club Top Up	£10.50	<input type="text"/>
Lauren - Club Top Up	£10.50	<input type="text"/>
Jacob - Reanie hat	£3.00	<input type="checkbox"/>
Jacob - Book Bag	£3.50	<input type="checkbox"/>
Jacob - Book Bag KS2	£4.00	<input type="checkbox"/>
Jacob - Cap	£4.00	<input type="checkbox"/>
Jacob - Cardigan	£10.00	<input type="checkbox"/>
Jacob - Flashes	£0.50	<input type="checkbox"/>
Jacob - Fountain Pens	£4.00	<input type="checkbox"/>
Jacob - Green Mousepad	£2.00	<input type="checkbox"/>
Jacob - Hat	£5.00	<input type="checkbox"/>
Jacob - Hoodie	£15.00	<input type="checkbox"/>
Jacob - Jumper	£10.00	<input type="checkbox"/>
Jacob - Max Card	£3.00	<input type="checkbox"/>
Jacob - P.E bag	£4.00	<input type="checkbox"/>
Jacob - PE pumps	£2.99	<input type="checkbox"/>
Jacob - Photo	£3.50	<input type="checkbox"/>
Jacob - Polo Shirt	£150.00	<input type="checkbox"/>
Jacob - Polo Shirt 36"	£7.65	<input type="checkbox"/>
Jacob - Rubber	£1.00	<input type="checkbox"/>
Jacob - Rucksack	£10.00	<input type="checkbox"/>
Jacob - Ruler	£0.50	<input type="checkbox"/>

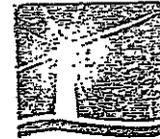
Total: £0.00

Dinner Credit Used: £0.00

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.

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.

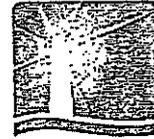
You will be able to purchase items for all of your children, so please ensure the correct child is selected.

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.

School Shop		
Jacob - Polo Shirt	£150.00	<input type="checkbox"/>
Jacob - Polo Shirt 36"	£7.95	<input type="checkbox"/>
Jacob - Rubber	£1.00	<input type="checkbox"/>
Jacob - Rucksack	£18.00	<input type="checkbox"/>
Jacob - Ruler	£0.50	<input type="checkbox"/>
Jacob - School PE Bag	£20.00	<input type="checkbox"/>
Jacob - Summer Dress Medium	£12.00	<input type="checkbox"/>
Jacob - Sunglasses	£3.99	<input type="checkbox"/>
Jacob - Sweatshirt	£8.00	<input type="checkbox"/>
Jacob - Swim Hat	£1.00	<input type="checkbox"/>
Jacob - T-Shirt	£7.00	<input type="checkbox"/>
Lauren - Beanie hat	£3.00	<input type="checkbox"/>
Lauren - Book Bag	£3.50	<input type="checkbox"/>
Lauren - Book Bag KS2	£4.00	<input type="checkbox"/>
Lauren - Cap	£4.00	<input type="checkbox"/>
Lauren - Cardigan	£10.00	<input type="checkbox"/>
Lauren - Flashes	£0.50	<input type="checkbox"/>
Lauren - Fountain Pens	£4.00	<input type="checkbox"/>
Lauren - Green Mousepad	£2.00	<input type="checkbox"/>
Lauren - Hat	£5.00	<input type="checkbox"/>
Lauren - Hoodie	£15.00	<input type="checkbox"/>
Lauren - Jumper	£10.00	<input type="checkbox"/>
Lauren - Max Card	£3.00	<input type="checkbox"/>
Lauren - P.E bag	£4.00	<input type="checkbox"/>
Lauren - PE pumps	£7.99	<input type="checkbox"/>
Total: £0.00		<input type="button" value="Make Payment"/>
<small>Dinner Credit Used: £0.00</small>		

Once you have purchased an item, you can then go into the school and collect it when you wish.



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

Select days for dinner

Select dinner bookings for Mon 31 Aug 2015 to Fri 04 Sep 2015

£2.10 per meal	Mon	Tue	Wed	Thu	Fri	Total
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	£6.30

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.

Select days for dinner

Select dinner bookings Mon 31 Aug - Fri 04 Sep 2015 Allergy Information

Monday	<input type="checkbox"/> No Dinner Chosen
Tuesday	<input type="checkbox"/> No Dinner Chosen
Wednesday	<input type="checkbox"/> No Dinner Chosen
Thursday	<input type="checkbox"/> £0.80 - Chips
Friday	<input type="checkbox"/> £0.50 - Milk Carton
	<input type="checkbox"/> £0.50 - Mixed Vegetables
	<input type="checkbox"/> £0.00 - Packed Lunch
	<input type="checkbox"/> £1.50 - Shepherds Pie

Total £0.00

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.'

Payments Due Please tick the items you wish to pay for and then click on Make Payment.

Name	Description	Instalment	Due	Due Date	Select
Jacob	<u>Dinner Arrears</u>	Arrears	£14.70		<input type="checkbox"/>
Jacob	Farm	1 of 1	£14.00	21 Jul 2015	<input type="checkbox"/>
Jacob	BreakfastClub	1 of 1	£0.00	04 Sep 2015	<input type="checkbox"/>
Jacob	BreakfastClub	1 of 1	£0.00	11 Sep 2015	<input type="checkbox"/>
Lauren	Farm	1 of 1	£14.00	21 Jul 2015	<input type="checkbox"/>
Lauren	Barbados	1 of 1	£5.00	24 Jul 2015	<input type="checkbox"/>
Lauren	London Zoo	2 of 2	£5.00	31 Jul 2015	<input type="checkbox"/>
Lauren	BreakfastClub	1 of 1	£0.00	04 Sep 2015	<input type="checkbox"/>
Lauren	BreakfastClub	1 of 1	£0.00	11 Sep 2015	<input type="checkbox"/>

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.

Select BreakfastClub sessions for Lauren

Please select bookings for Mon 31 Aug 2015 to Fri 04 Sep 2015

Session Costs	Mon	Tue	Wed	Thu	Fri	Total
1 - £3.00	0 ▼	0 ▼	0 ▼	0 ▼	0 ▼	£0.00
	0 ▼					
	1					

OK Cancel

Choose the days you would like your child to attend and then press 'OK' once you are ready to pay.



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.

SchoolMoney Payments Made Easy **SchoolMoney Demo School 03** Payments | History | Logout

Transaction history **Dinners Eaten** Dinner Booked

Your dinner money balance is £109.40 in credit.
Cost per Dinner - Price Varies

Initials	Dinner	Date	Mon	Tue	Wed	Thu	Fri	Weekly Total	Amount Paid	Amount
Jacob	Dinner Dinnars Lauren	07 Sep - 11 Sep						\$0.00	\$0.00	\$0.00
Jacob	Dinner Dinnars Lauren	31 Aug - 04 Sep						\$0.00	\$0.00	\$0.00
Jacob	Dinner Dinnars Lauren	10 Aug - 14 Aug						\$2.10	\$0.00	\$2.10
Jacob	Dinner Dinnars Kelly	10 Aug - 14 Aug						\$2.30	\$0.00	\$2.30
Jacob	Dinner Dinnars Kelly	03 Aug - 07 Aug						\$4.20	\$0.00	\$4.20
Jacob	Dinner Dinnars Lauren	03 Aug - 07 Aug						\$0.00	\$0.00	\$0.00
Jacob	Dinner Dinnars Lauren	27 Jul - 31 Jul						\$2.10	\$0.00	\$2.10
Jacob	Dinner Dinnars Lauren	20 Jul - 24 Jul						\$4.20	\$0.00	\$4.20
Jacob	Dinner Dinnars Lauren	06 Jul - 10 Jul						\$0.00	\$0.00	\$0.00
Jacob	Dinner Dinnars Lauren	29 Jun - 03 Jul						\$0.00	\$0.00	\$0.00
Lauren	Dinner Dinnars Lauren	07 Sep - 11 Sep						\$0.00	\$0.00	\$0.00
Lauren	Dinner Dinnars Lauren	31 Aug - 04 Sep						\$0.00	\$0.00	\$0.00
Lauren	Dinner Dinnars Lauren	10 Aug - 14 Aug						\$4.20	\$4.20	\$0.00
Lauren	Dinner Dinnars Lauren	03 Aug - 07 Aug						\$0.00	\$0.00	\$0.00
Lauren	Dinner Dinnars Lauren	27 Jul - 31 Jul						\$2.10	\$2.10	\$0.00
Lauren	Dinner Dinnars Lauren	20 Jul - 24 Jul						\$4.20	\$4.20	\$0.00
Lauren	Dinner Dinnars Lauren	06 Jul - 10 Jul						\$0.00	\$0.00	\$0.00
Lauren	Dinner Dinnars Lauren	29 Jun - 03 Jul						\$0.00	\$0.00	\$0.00
Lauren	Dinner Dinnars Lauren	22 Jun - 26 Jun						\$0.00	\$0.00	\$0.00
Lauren	Dinner Dinnars Lauren	16 Jun - 18 Jun						\$0.00	\$0.00	\$0.00
Lauren	Dinner Dinnars Lauren	08 Jun - 12 Jun						\$0.00	\$0.00	\$0.00
Lauren	Dinner Dinnars Lauren	18 May - 22 May						\$0.00	\$0.00	\$0.00
Lauren	Dinner Dinnars Lauren	11 May - 15 May						\$2.00	\$2.00	\$0.00

Dinner Eaten
 Sandwiches Eaten
 Free School Meal Eaten
 No Dinner Eaten
 School Holiday - no dinner
 Universal Infant Free School Meal Eaten

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.

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?

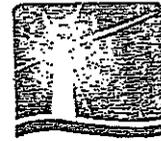
The password and payment details will be in each payment message that the school sends out, so don't worry if you forget the password or delete the message the school has sent you. The school can also re-send your password details; just speak to someone in the school office.

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.