

# School Money

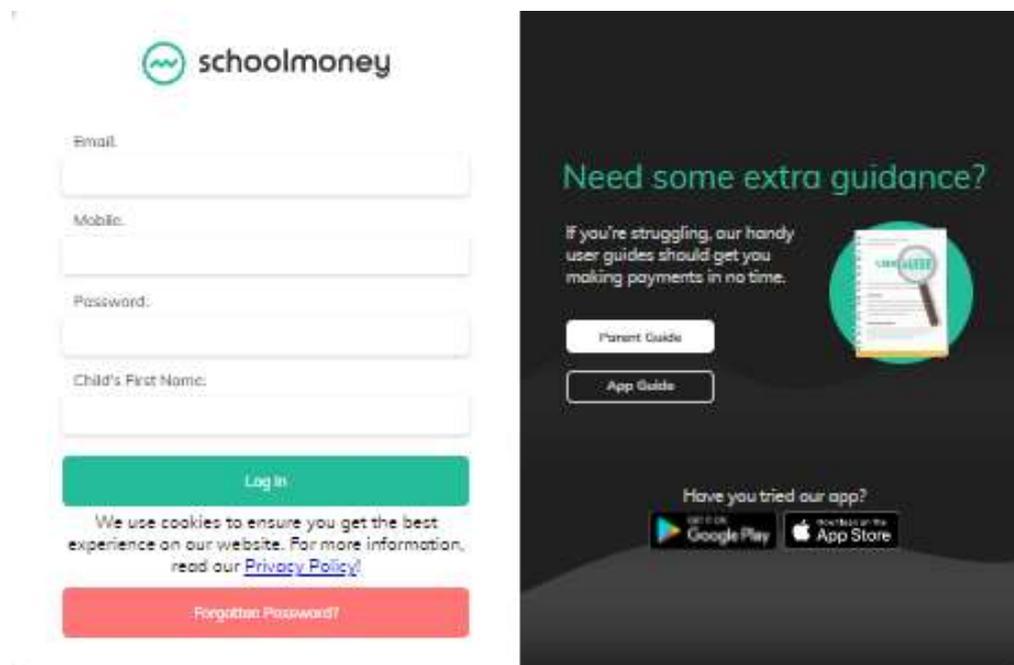
## Parent Guide

To log into your School Money Account please go to [www.eduspot.co.uk](http://www.eduspot.co.uk)

In the top right corner click on **Sign In**, then select **schoolmoney parent login**



This will then show you the parent log in page. Please enter your details as requested below. Please note this needs to be the email and mobile of the child's first contact, the password (sent to you by the school), and your child's preferred first name as recorded by the school.

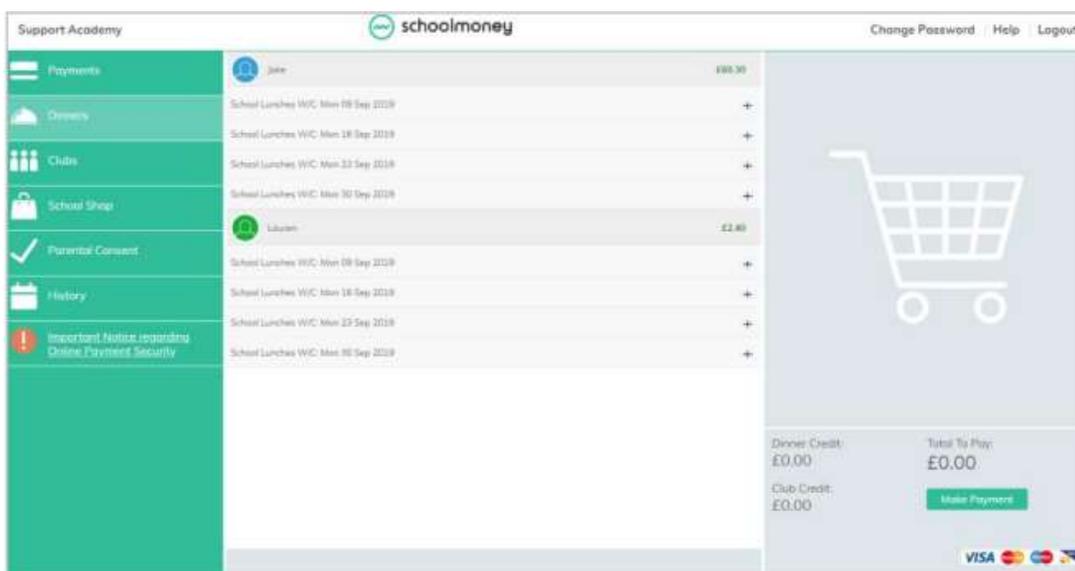


The first time you log in it will ask you to change your password. If you forget this at any stage please contact the school and we will reset it for you.

## School Lunch Bookings

Please select **Dinners** on the left hand side (if logging in on the app, please select from the menu)

This will show you the weeks that are available to you to pre-book/order. If you have more than one child both names will be listed, and you will need to book each child's meals separately.



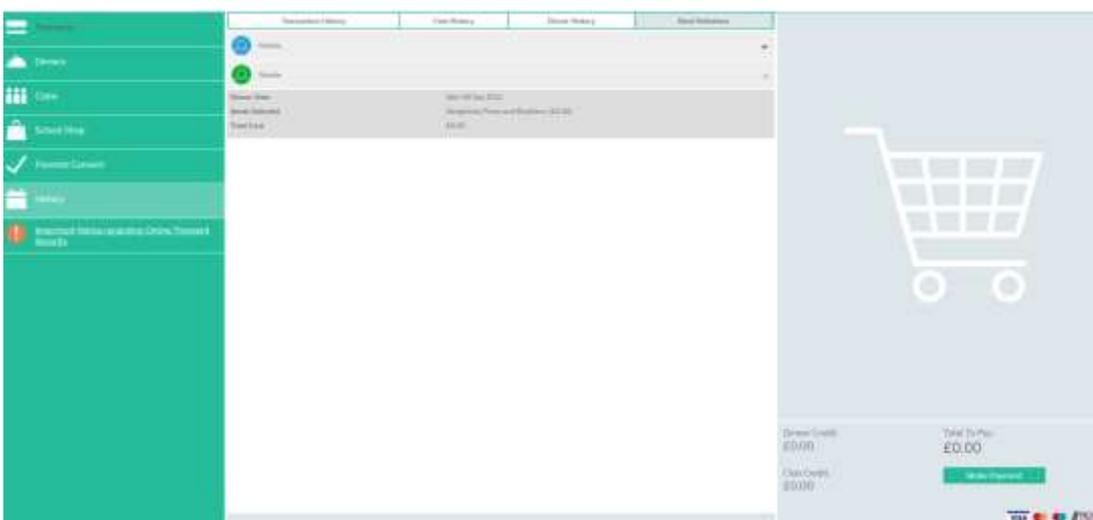
Please select the + sign next to the week you would like to book



Use the drop down menu for each day to select your meal option. If your child will be bringing a packed lunch on a certain day/s, please leave blank/No Dinner Chosen. Once all the meals for that week have been chosen, please select **Update Booking**. A pop up box will appear letting you know that the booking has been saved. You must do this last step otherwise the meals will not be booked.

Repeat this for any other weeks you want to book. Please note we need one weeks' notice for bookings and you will be reminded to book via text/email.

You can check what bookings you have made by clicking on **History** on the left hand side, and then **Meal Selections** at the top.



## Wrap Around Care Bookings

If you would like your child to attend our Breakfast Club and/or After School Care Club provision, you will need to book and pay for this online. Please see below the different sessions we have available:

### Breakfast Club (from 7.30am each day)

£3.50 - Including Breakfast (last serving at 8.10am)

£2.50 - Supervision Only from 7.30am

£2.00 – Supervision Only from 8am

Ideally bookings should be made online by the previous day. However you are still able to turn up on the morning for Breakfast Club without booking. This session will then be added to your account by the office and we ask for the payment to be cleared by the following Tuesday.

### After School Care Club (ASCC)

£5.50 – school finish until 4.15pm

£7.00 – after school extra-curricular club up to 6:00pm

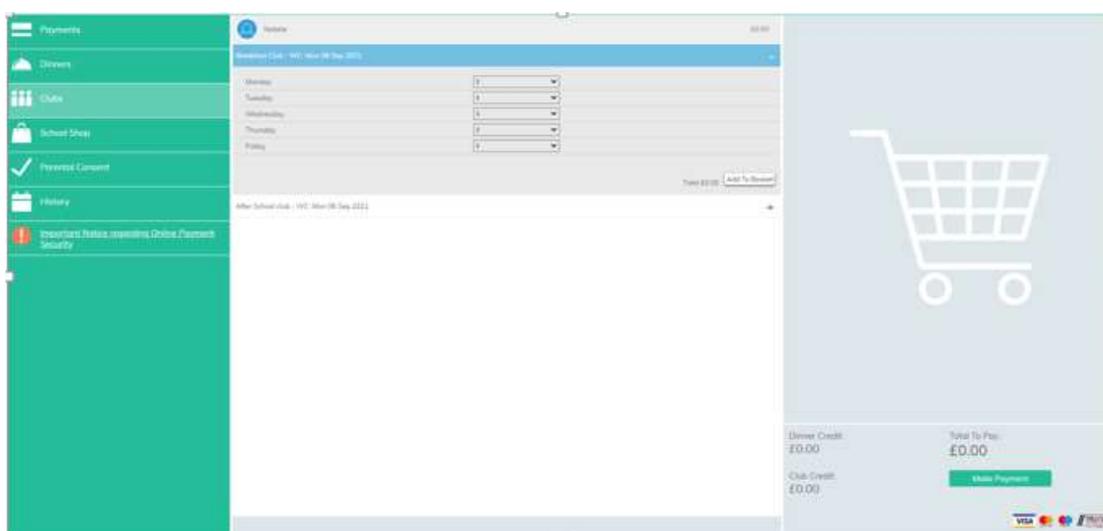
£9.00 – school finish until 6:00pm

£20 flat charge for collections after 6:00pm

Bookings for Breakfast Club and After School club will be taken offline daily at 12:00 midnight. In exceptional cases, should you find you require After School Club on the same day or need to make any amendments to your original booking, please contact the office by 2pm and we will add/amend your child on the register. This will then be added to your account and we ask for the payment to be cleared by the following Tuesday. Cancellations should be notified to the school office by 10:00 on the day of the booking or the booking will be charged to your account.

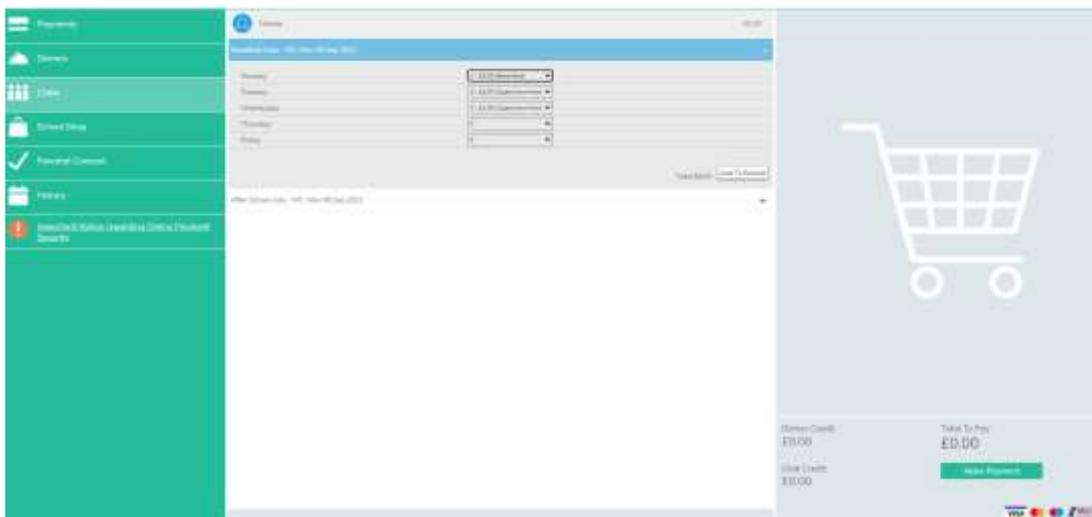
Please select **Clubs** on the left hand side (if logging in on the app, please select from the menu)

This will show you the weeks that are available to you to book (Breakfast Club and After School Club are shown separately). If you have more than one child both names will be listed, and you will need to book each child separately. Please note payment is required on booking for school dinners for Years 3 – 6 children.

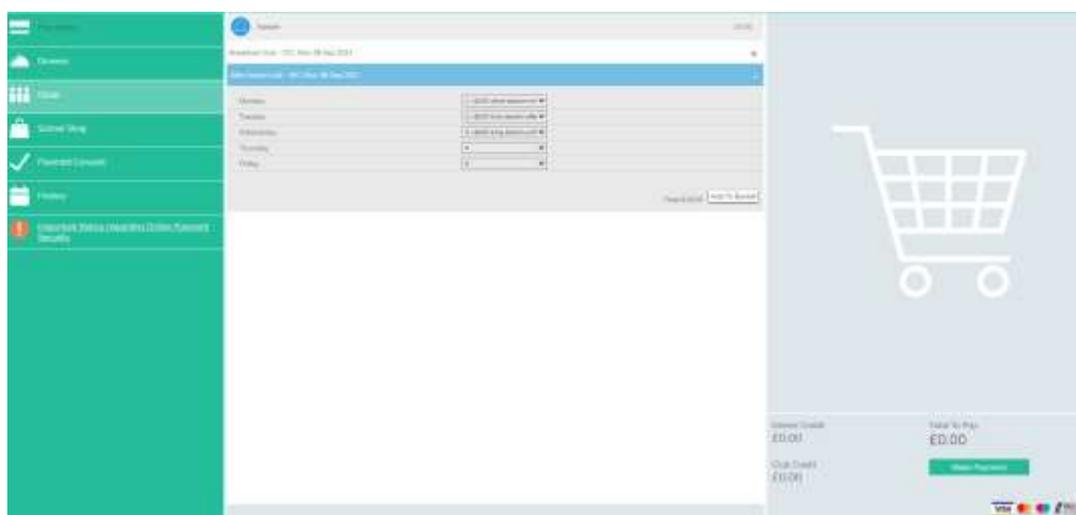


Please select the + sign next to the week you would like to book

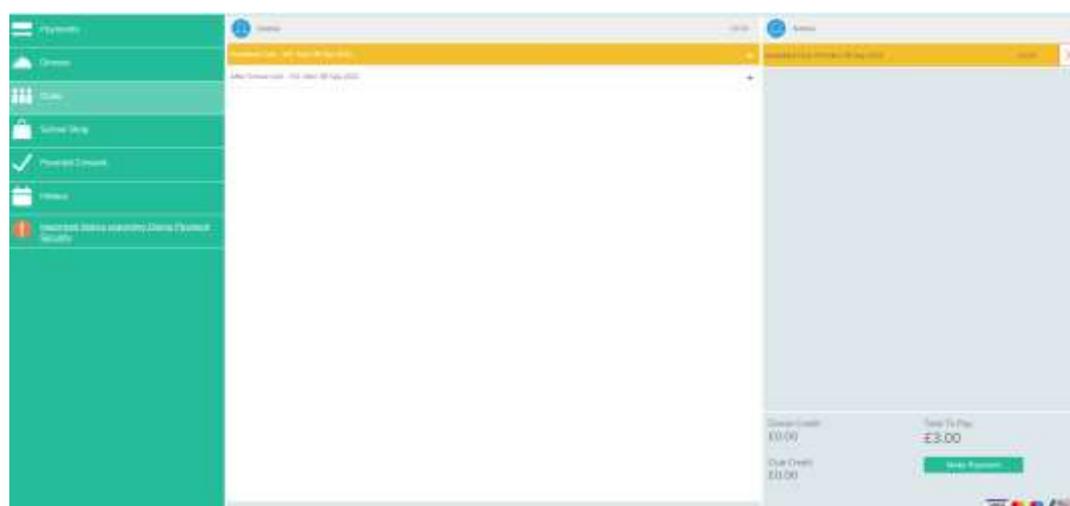
## Breakfast Club:



## After School Care Club:



Use the drop down menu for each day to select your club option. Once all the bookings have been made, please select **Add to Basket**. A pop up box will appear saying parental permission is required, please select **OK**. The booking will then show in the basket on the right hand side.



Repeat this for any other weeks you want to book.

To complete your bookings please select **Make Payment**. It will then ask for your card details.

Your booking is now complete.

You can check what bookings you have made by clicking on **History** on the left hand side, and then **Club History** at the top.

***If you will be paying for Breakfast Club/After School Care Club by Childcare Vouchers, please email the office as the booking system is slightly different. We can then go through the process with you. Please also let the office know which provider you will use.***