



# SchoolMoney

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## Parent User Guide Desktop

**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!



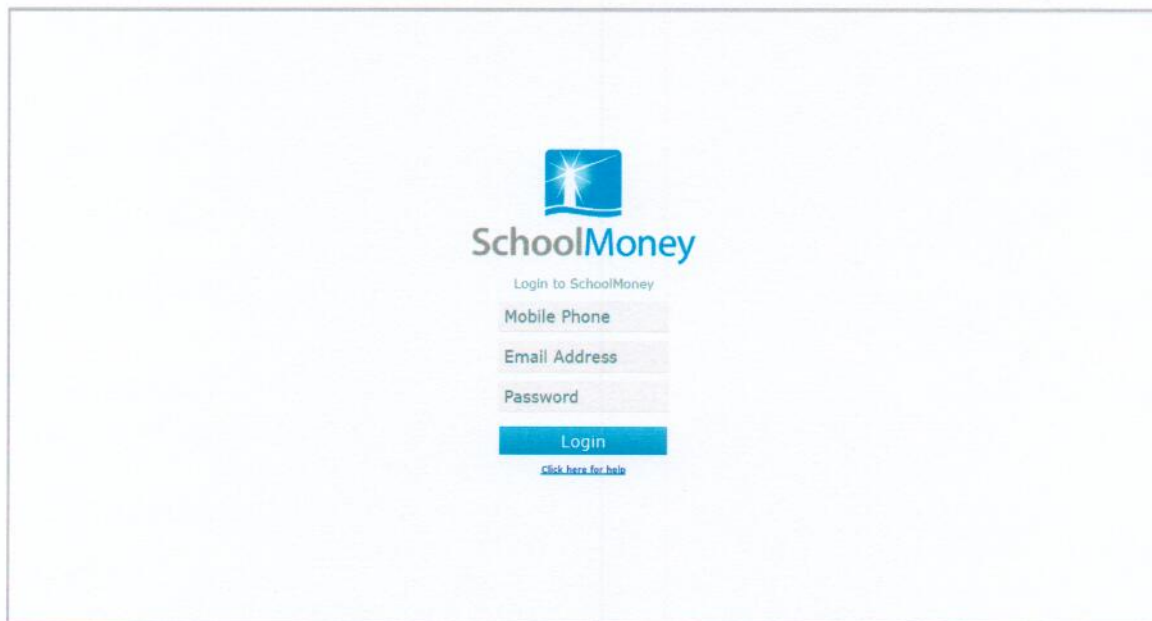
# 1. Logging into SchoolMoney

To log into your **SchoolMoney** account, you will first need to open a webpage on your device and enter the following address:

**www.schoolmoney.co.uk**

This will take you to our website.

To be taken to the login page, click on the button in the top right hand corner that says **'PARENTS—CLICK HERE TO LOGIN.'**



To login you need:

- A mobile number
- An email address
- The password that has been provided by the school.

Input this information in the required fields and select 'Login.'

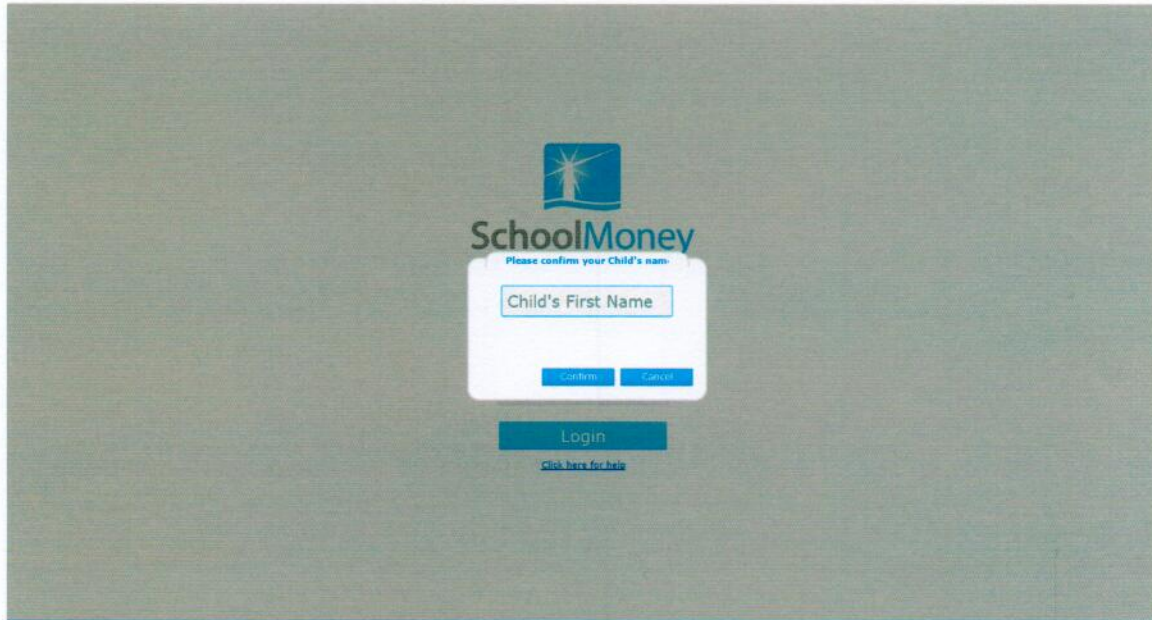
**Please note:** The school will have sent you a password via text/email. If you have not received a message with a password in it, please contact the school directly to request one.

[www.schoolmoney.co.uk](http://www.schoolmoney.co.uk)



A pop up box will appear asking you to enter your child's name.

Please only enter your child's **First Name**. This needs to be spelt in the same way as the school has it entered on their system, e.g. If the schools records have your child's name spelt as Samuel you should not enter Sam.



Select 'Confirm' and you will be logged into your **SchoolMoney** account.

Category	Amount	Date
School Trips	£1293.33	
School Fund:	£136.00	
Swimming:	£177.00	
Milk:	£38.50	
School Fees:	£20.00	
Other:	£105.00	
Residential:	£350.00	
Uniforms:	£204.49	
Music:	£67.50	

Child	Transaction	Amount	Date
Claire	Typical Trip abroad	£10.00	Fri 03 Mar 2017
	After School Club	£1.00	Mon 27 Mar 2017
	Break Club	£4.00	Thu 06 Apr 2017
David	Unpaid Dinner Money	£3.87	
	Typical Trip abroad	£10.00	Fri 03 Mar 2017
	SameMoney	£10.00	Fri 18 Nov 2016
	Mobile Swimming	£1.00	Fri 23 Sep 2016
	Mobile Swimming	£1.00	Fri 16 Sep 2016
	Trip 1	£10.00	Tue 30 Aug 2016
	Trip to the West	£10.00	Thu 11 Aug 2016
	Cheque Uniform	£10.00	Wed 13 Jul 2016

Dinner Credit: £0.00  
Club Credit: £0.00  
Total To Pay: £0.00  
Make Payment

**Please note: If for any reason it won't allow you to log on, we would advise that you contact your school to double check the mobile number/email address that they have recorded against your child on **SchoolMoney**. If you are entering different details to the school, you will be unable to login until the school change your child's details.**



## 2. Making a Payment

Once you have logged into your account, you will then be able to make payments for your child.

If you have more than one child that attends the school then their payments will show beneath their names. Names are listed alphabetically.

Any dinner arrears that your child has accumulated will appear first on the list, followed by payments that the school has set up for things such as trips, clubs and fees.

To pay for an item select the + sign next to the payment. This will add the payment to the basket and turn the payment yellow to show that it has been selected.

Payment Description	Amount	Date	Status
Unpaid Dinner Money	£3.87		Yellow
Typical Trip abroad	£10.00	Fri 03 Mar 2017	White
SameMoney	£10.00	Fri 18 Nov 2016	White
Mobile Swimming	£1.00	Fri 23 Sep 2016	White
Mobile Swimming	£1.00	Fri 16 Sep 2016	Yellow
Trip 1	£10.00	Tue 30 Aug 2016	White
Trip to the West	£10.00	Thu 11 Aug 2016	White
Cheque Uniform	£10.00	Wed 13 Jul 2016	Orange
Cheque Uniform	£10.00	Wed 06 Jul 2016	Orange
Hollywood Stars Celebrities: Wh	£3.33	Wed 06 Jul 2016	Green
Milk Permission	£1.00	Mon 27 Jun 2016	White
Cheque Uniform	£10.00	Wed 22 Jun 2016	Orange
Trip to Scotland	£10.00	Tue 28 Oct 2014	White
Trip to Scotland	£10.00	Wed 22 Oct 2014	White

You may find that some of your payments are highlighted in a different colour:

£10.00	Wed 06 Jul 2016	+
£3.33	Wed 06 Jul 2016	+

- Green: this means that you can pay off the amount in smaller chunks up until the due date, when you will need to pay it off in full. Click into the green box and amend the amount.
- Orange: this means you can pay as much towards this payment as you would like. This will then remove any remaining cost so that you do not have to pay any more towards it. You can pay either more or less than the amount stated.





## 6. Parental Consent

When schools set up payments, such as school trips or clubs, they can request that you give parental consent when you pay.

Child	Payment Description	Amount	Date	Consent
Claire	Typical Trip abroad	£10.00	Fri 03 Mar 2017	+
	After School Club	£1.00	Mon 27 Mar 2017	+
David	Break Club	£4.00	Thu 06 Apr 2017	+
	Unpaid Dinner Money	£3.87		+
David	Typical Trip abroad	£10.00	Fri 03 Mar 2017	+
	SameMoney	£10.00	Fri 18 Nov 2016	+
David	Mobile Swimming	£1.00	Fri 23 Sep 2016	+
	Mobile Swimming	£1.00	Fri 16 Sep 2016	+
David	Trip 1	£10.00	Tue 30 Aug 2016	+
	Trip to the West	£10.00	Thu 11 Aug 2016	+
David	Cheque Uniform	£10.00	Wed 13 Jul 2016	+

This section of your account enables you to check which payments you have given consent for and amend as appropriate.

Select the + sign next to the child and give or take away consent as needed by selecting the box next to the relevant payment.

Payment Description	Date	Consent
Club / Extended Services After School Club	Wed 15 Mar 2017	<input checked="" type="checkbox"/>
Music Winter Festival Choir	Mon 28 Nov 2016	<input type="checkbox"/>
School Fees SameMoney	Fri 18 Nov 2016	<input type="checkbox"/>
Club / Extended Services After School Club	Sun 04 Sep 2016	<input type="checkbox"/>
School Trip Round Trip around the world	Fri 02 Sep 2016	<input type="checkbox"/>
Club / Extended Services After School Club	Tue 30 Aug 2016	<input type="checkbox"/>
Swimming Mobile Swimming	Fri 26 Aug 2016	<input type="checkbox"/>

A green box means that you have given consent, a blank box means that you haven't. To give consent for a payment simply check the blank box and it will turn green.

A pop up box will appear letting you know this consent has been saved.



## 7. History

If you would like to know what transactions you have made or you would like to see what dinners/club sessions have been taken, you can find this in the History section.

Derek's Dev School | SchoolMoney | Help | Logout

Category	Amount	Other Category	Amount
School Trips	£1293.33	Other: Residential	£105.00
School Fund	£136.00	Residential	£350.00
Swimming	£17.00	Uniforms	£204.49
Milk	£38.50	Music	£67.50
School Fees	£20.00		

Name	Description	Amount	Date
Clare	Typical Trip abroad	£10.00	Fri 03 Mar 2017
	After School Club	£1.00	Mon 27 Mar 2017
	Break Club	£4.00	Thu 06 Apr 2017
David	Unpaid Dinner Money	£3.07	
	Typical Trip abroad	£10.00	Fri 03 Mar 2017
	SameMoney	£10.00	Fri 18 Nov 2016
	Mobile Swimming	£1.00	Fri 23 Sep 2016
	Mobile Swimming	£1.00	Fri 16 Sep 2016
	Trip 1	£10.00	Tue 30 Aug 2016
	Trip to the West	£10.00	Thu 11 Aug 2016
	Cheque Uniform	£10.00	Wed 13 Jul 2016

Dinner Credit: £0.00 | Total To Pay: £0.00  
Club Credit: £0.00 | Make Payment

The first tab available is the **Transaction History** tab. This tab gives you a breakdown of any payments you have made, whether that be by debit/credit card or by cash/cheque within the school.

Derek's Dev School | SchoolMoney | Help | Logout

Transaction History	Club History	Dinner History	Dinner Bookings
Clare			
Description	Band Aid		
Instalment	8 of 9		
Paid	£10.00		
Payment Date	Wed 05 Apr 2017		
Refunded	-		
Payment Method	Cash		
Description	Dairy Delivery		
Instalment	3 of 3		
Paid	£3.34		
Payment Date	Wed 05 Apr 2017		
Refunded	-		
Payment Method	Cash		
Description	Packet of Crisps		
Instalment	-		
Paid	£0.50		
Payment Date	Tue 04 Apr 2017		
Refunded	-		
Payment Method	Cheque		
Description	Peanut butter & Jelly sandwich		
Instalment	-		
Paid	£1.00		
Payment Date	Tue 04 Apr 2017		
Refunded	-		
Payment Method	Cheque		
Description	Peanut butter & Jelly sandwich		

Dinner Credit: £0.00 | Total To Pay: £0.00  
Club Credit: £0.00 | Make Payment