

Guide sheet for Booking and Paying for School Dinners via 'School Money'

All parents should book dinners on-line whether or not your child is entitled to Free School Meals. Please try logging in, even if your child doesn't take school dinners to familiarise yourself with the procedure for making other payments.

The system can be accessed from a computer, tablet or Smartphone (Internet access required)

All pupils taking dinners (**WHETHER PAID OR FREE**) **MUST** be booked on-line between receiving a text on a Wednesday and Sunday (midnight). This is the set booking period for each week, after which parent cannot access the bookings.

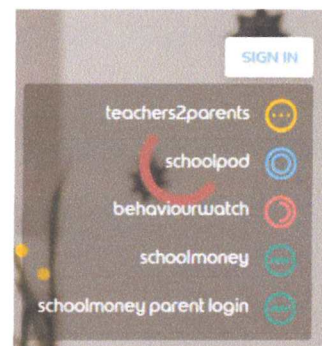
In exceptional circumstances, a parent may make a booking after this time by speaking to office staff on the Monday.

If a child pays for dinners and is absent – the parent's *SchoolMoney* account will be credited, to use another week.

With 600 pupils in the school it is important everyone tries to use the system as the office is already busy and even a small number of individual bookings would be time consuming.

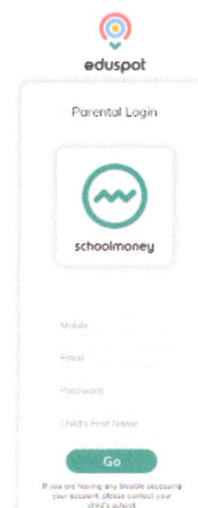
Log in Steps

1. On your first visit to www.eduspot.co.uk click on 'Sign in' Button (*Top RHS of screen*)
2. From the screen that appears, select the bottom option 'schoolmoney parent login'
3. You should now see the screen where you enter your mobile number, an email and the password sent from *SchoolMoney* via text. Please note you may need to confirm your email address.
4. Enter your child's first name. (if you have several children in the school you will receive a different password for each, logging in with any of these passwords will allow you to view and make all payments.) However, if you have more than one child in the school, **log in via the eldest** as all children's dinners can be booked through their account. (*Logging on via any younger siblings will only list one child.*)
5. After entering your child's name and selecting *confirm*, you will be logged into your *SchoolMoney* account – where any pending payments will be visible. Please keep your password secure.



Pre-Booking Dinner Days (While logged in)

1. Select 'Dinners' from the options menu (bars on top left of screen)
2. Pre-book dinners on the days you require. Please note changes cannot be made during the week.
3. Tick the box next to the day you would like your child to have a dinner and 'add to basket'.
4. Once all of the days have been chosen, click the 'Update Booking' button in the bottom right hand corner.
5. A pop up box will appear letting you know that the booking has been saved.
6. To check if any payment or dinner booking has been made, select the 'History' tab



Free School Meals Pupils

If your child is entitled to Free School Meals, you still need to pre-book their dinners. You should add selected meals to the basket, which will then show as £0.00.

Anyone with login difficulties should call the office, and staff will be happy to help.