



# ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL

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## \*\*\* IMPORTANT INFORMATION FOR PARENTS ABOUT SCHOOLMONEY \*\*\*

**Summer Term 1 – 2019**

**Dear Parents/Carers,**

Now that we have become a cashless school, at the start of each half term we will be sending this letter home to all parents and carers. SchoolMoney is used to collect payment from parents for activities and services provided by the school on a fee paid basis. We hope that you find this a useful reminder and that it will clarify procedures in relation to SchoolMoney.

### **Please Note!**

**SchoolMoney does not collect School Meal Payments as these are payable to TMBC not St Raphael's**

SchoolMoney operates in the following ways;

**Payments** A payment request for an activity or event is sent via text and email notifying you of a new payment and inviting you to log into your account to pay.

Payment requests are used for After School Clubs, School Trips and Activities and Nursery Wraparound Fees.

**Credit** You can 'top up' using the clubs function to add credit for your child.

The Credit function is only applicable for the breakfast club. Any credit made using the clubs top-up facility will only be automatically applied to breakfast club payments.

Do not add credit for any other reason than breakfast club.

**Nursery** Any childcare vouchers received directly by the school in respect of Nursery Wraparound Fees are added as credit by the school.

**If you are using the SchoolMoney portal regularly – great!**

**If you are not yet using SchoolMoney we need to ensure you can use it and are here to help!**

If you are unable to access the internet or don't have a bank card you can still pay using a pay point voucher which is available from the school office on request.

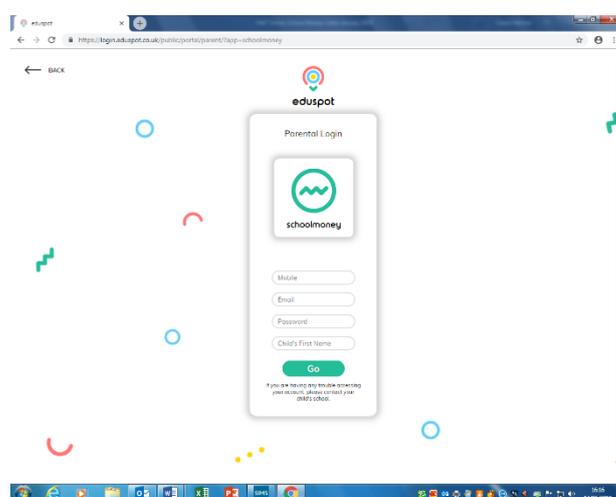
"May God's love shine in our lives as we care and share and learn together."

If you can access the internet but don't have a bank card you can check your child's account anytime to ensure you are up to date with payments, view receipts and see any historical transactions. You can then pay using your pay point voucher.

To log-in to your school Money account, follow the website link on the text message you receive – [www.eduspot.co.uk](http://www.eduspot.co.uk) and select SchoolMoney parent login on the drop-down menu next to the sign in button.

To log in to your account, you will be asked for;

- your mobile (the number we send text messages and payment requests to)
- your email address (the email we send letters and payment requests to)
- your password (included in payment request on set up and then set by the parent)
- and finally, your child's first name in full e.g. Thomas and not Tom.



If you are unable to login or have forgotten any of the details your registered with you can ring school and we are able to confirm the details you have registered with and troubleshoot any other problems you are having with accessing the service. We also welcome visits to the office to remedy any problems using the system.

## **IMPORTANT – WRAPAROUND FEES AND BREAKFAST CLUB**

Please make sure you are keeping up to date with Nursery Wraparound Fees and Breakfast Club payments as both are collected on SchoolMoney. Children are marked in daily on the SchoolMoney register and a weekly payment request is generated for your child. Where credit is available it will be applied to the payment generated.

If you regularly use Breakfast Club and haven't yet used SchoolMoney or cannot log-in please speak to us immediately as payments have been collected on the service since November 5<sup>th</sup> 2018 and you may have a outstanding balance in respect of the breakfast club.

Finally, please ensure that we have the correct mobile number and email address for your priority one contact – it is imperative that you update the school office with any changes to these details.

Thank you for your continued support and please contact us if you need help!

**Mrs C. Fletcher**  
**School Business Manager**

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