



# ST RAPHAEL'S CATHOLIC PRIMARY SCHOOL

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

**Spring Term 1 - 2024**

**Dear Parents/Carers,**

St Raphael's is a cashless school, SchoolMoney is the online payment portal used to collect payments from parents for fee paid activities and services provided by the school. At the start of each half term we send this letter home to all parents and carers as a useful reminder and to 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, event or donation is sent via text and email notifying you of a new payment and inviting you to log into your account to make a payment.
- Payment requests are used for all fees collected via SchoolMoney.
- EYFS Fund** The Nursery & Reception voluntary fund operates to provide the children with an additional snack during the day and for enrichment purposes e.g. baking. This is collected each term on SchoolMoney.
- Nursery** Nursery fees for wraparound are added on a weekly basis. Any tax-free childcare vouchers received directly by the school in respect of Nursery Fees are added as credit to SchoolMoney by the school.
- B&A Provision** Fees for before and after school childcare provision will be added at the start of each month. Any tax-free childcare vouchers received directly by the school in respect of B&A Provision Fees are added as credit on a weekly basis.
- Credit** This facility is not in use at St Raphael's, please do not add credit.

**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!**

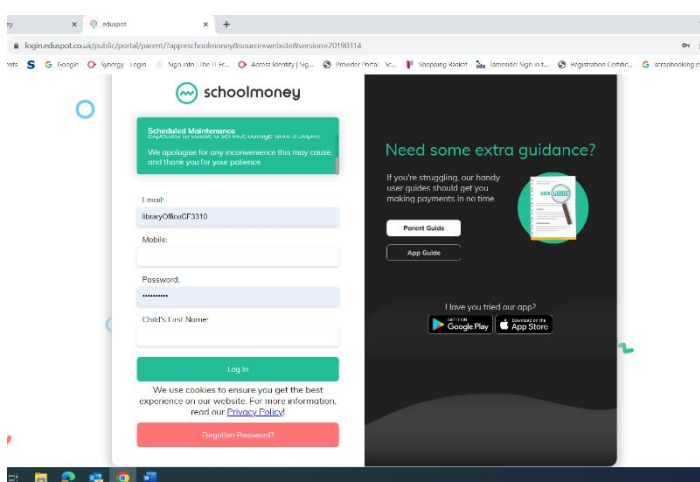
"May God's love shine in our lives as we care and share and learn together."

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, please mail [admin@st-raphaels.tameside.sch.uk](mailto:admin@st-raphaels.tameside.sch.uk)

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 email address (the email we send letters and payment requests to)
- your mobile (the number we send text messages and payment requests to)
- your password (changed by the parent on 1<sup>st</sup> login – please make a note of your password)
- and finally, your child's first name in full e.g. Thomas and not Tom.

**We politely ask that you keep a note of your SchoolMoney Password as a high percentage of issues are in relation to forgotten passwords. Parents can request a password reset from the log in screen.**

If you are still unable to login you can ring or email 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.

## **IMPORTANT – NURSEY WRAPAROUND FEES AND BEFORE & AFTER SCHOOL PROVISION FEES**

Please make sure you are keeping up to date with Nursery Wraparound Fees and Before and After School Provision fees as both are collected on SchoolMoney. Nursery fees are collected weekly based on the class register. Before & After School club fees are collected a monthly based upon the booking forms. Payments using Tax Free Childcare vouchers are reconciled every Monday and applied to Schoolmoney as a Credit.

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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