



SchoolMoney

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!



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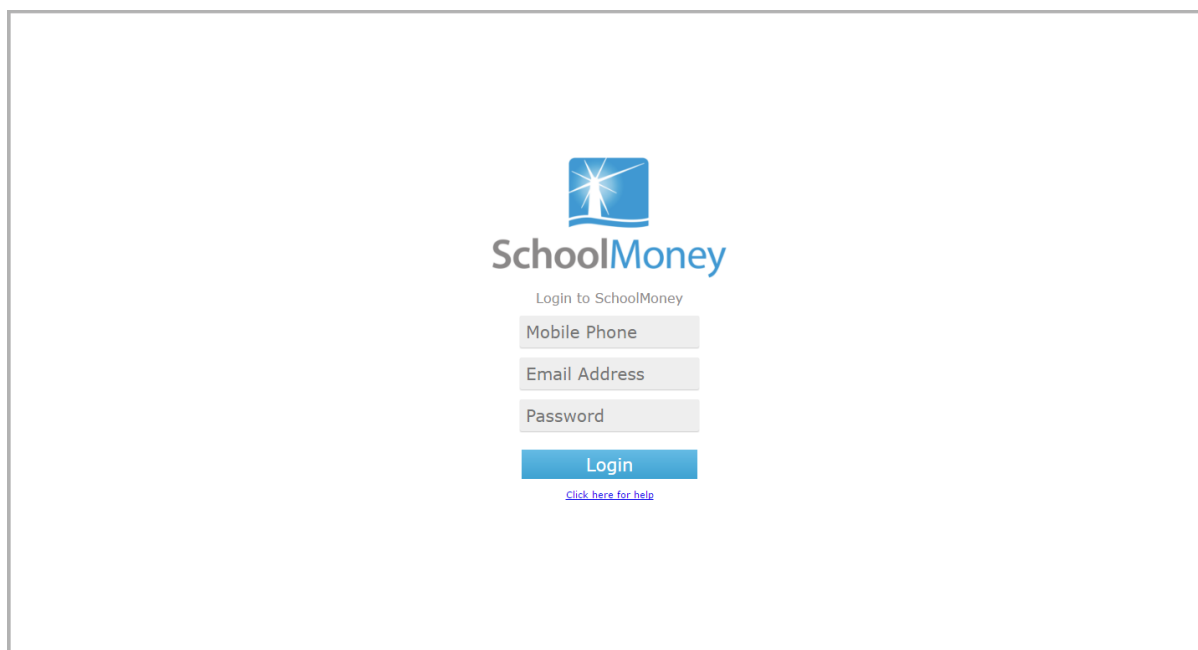
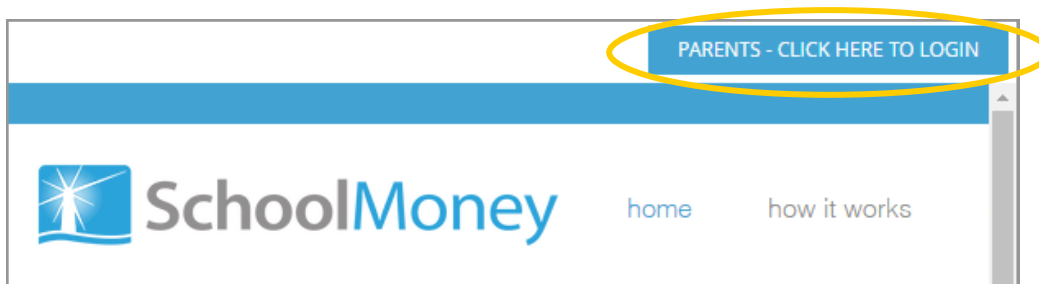
1. Logging into SchoolMoney

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.'

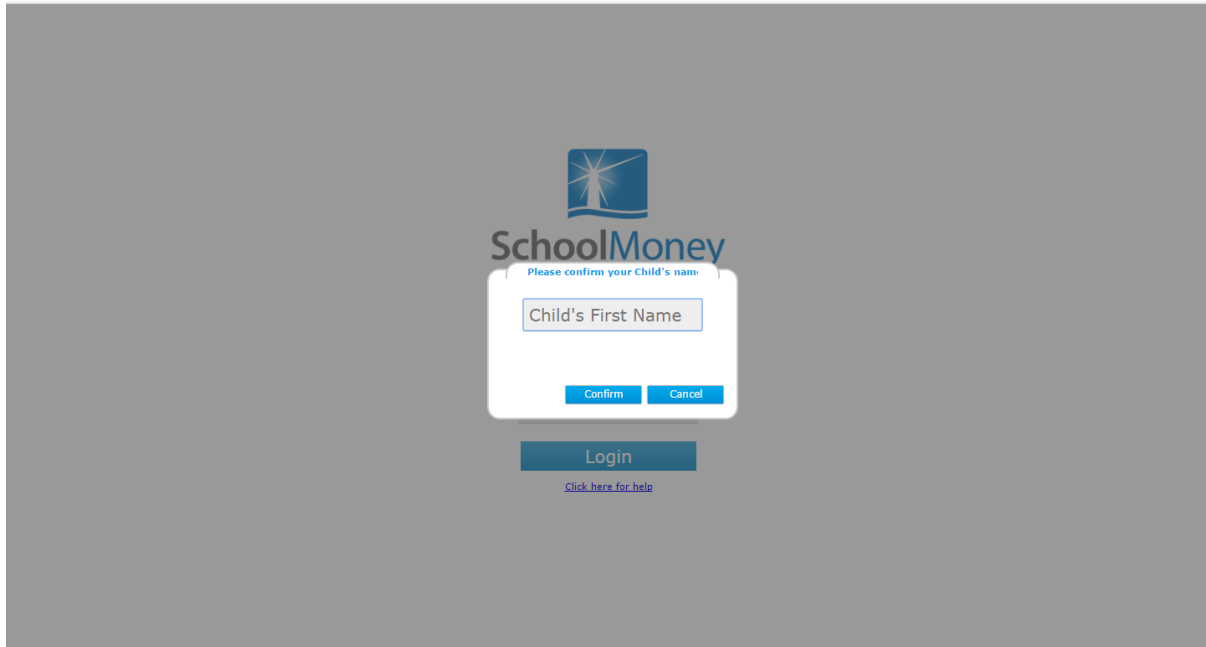
Please note: The school will have sent you a password via text/email. If you have not received a message with a password in it, please contact the school directly to request one.

www.schoolmoney.co.uk



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 Trip:	£1293.33	
School Fund:	£136.00	
Swimming:	£177.00	
Milk:	£38.50	
School Fees:	£20.00	
Other:	£105.00	
Residential:	£350.00	
Uniform:	£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.

Item	Amount	Date	Action
Unpaid Dinner Money	£3.87		X
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	X
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	+
Cheque Uniform	£10.00	Wed 06 Jul 2016	+
Hollywood Stars Celebrities: Wh	£3.33	Wed 06 Jul 2016	+
Milk Permission	£1.00	Mon 27 Jun 2016	+
Cheque Uniform	£10.00	Wed 22 Jun 2016	+
Trip to Scotland	£10.00	Tue 28 Oct 2014	+
Trip to Scotland	£10.00	Wed 22 Oct 2014	+

Dinner Credit: £0.00
Club Credit: £0.00
Total To Pay: £4.87
Make Payment

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.

You will also be able to see that some of your due dates are in grey and some of them are in red. The due dates that are marked in red are payments that are overdue and need to be paid as soon as possible.



You may also find that when you select a certain payment, a pop up will appear asking for your consent. You will have to give your consent to pay for this item/instalment.

✕

dev.behaviourwatch.co.uk says:

Parental permission is required. Do you give your consent for this item?

Prevent this page from creating additional dialogs.

OK
Cancel

Once you have selected all of the payments you would like to purchase you will find them listed on the right hand side of your screen. If you want to remove anything from your basket at this point, click the X next to the item. Click on the 'Make Payment' button when you are ready to check out.

Derek's Dev School
Help | Logout

- Payments
- Dinners
- Clubs
- School Shop
- Parental Consent
- History

School Trip:	£1293.33	Other:	£105.00
School Fund:	£136.00	Residential:	£350.00
Swimming:	£177.00	Uniform:	£204.49
Milk:	£38.50	Music:	£67.50
School Fees:	£20.00		

After School Club	£1.00	Mon 27 Mar 2017	✕
Break Club	£4.00	Thu 06 Apr 2017	+
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	+

Claire

After School Club W/C: Mon 27 Mar 2017 £1.00 ✕

David

Unpaid Dinner Money £3.87 ✕

Mobile Swimming £1.00 ✕

Dinner Credit: £0.00

Club Credit: £0.00

Total To Pay: **£5.87**

Make Payment

The system will take you to a screen where you can enter your card details. You will have to do this every time that you want to make a payment due to security on the system. **We do not store debit/credit card details.**

▶ Pay using credit or debit card

We accept:

1 About the Cardholder

Name

2 About the Card

Card Number

Security Number

Expiry Date

3 Confirm

You are about to pay £0.10 from your credit or debit card:

Pay Now

Your payment is protected by:

© 1996-2016 Paysafe Plc. All rights reserved. | [Paysafe Privacy Policy](#)

A confirmation pop up will appear once you have selected 'Pay Now' so that you know the details have been processed and you will receive an email receipt shortly afterwards.



3. Dinners

3a. Dinner Top Up

If your school asks you to top up your child's dinner account then this will be found in the Dinners section of the options menu on the left hand side of your screen.

Derek's Dev School | SchoolMoney | Help | Logout

Payments	School Trip: £105.33	Other: £105.00
Dinners	School Fund: £136.00	Residential: £350.00
Clubs	Swimming: £177.00	Uniform: £204.49
School Shop	Milk: £38.50	Music: £67.50
Parental Consent	School Fees: £20.00	
History		

Name	Item	Amount	Date	Action
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 | Total To Pay: £0.00
Club Credit: £0.00 | [Make Payment](#)

VISA | M | C | B

When you click on Dinners it will come up with a screen that shows your child's dinner balance with an option to top up below

Derek's Dev School | SchoolMoney | Help | Logout

Name	Balance	Action
Claire	£1.25	
Claire - Dinner Top Up	£5.00	+
David	£3.02	
David - Dinner Top Up	£5.00	+
Jane	£1.50	
Jane - Dinner Top Up	£5.00	+
Jarrett	£11.24	
Jarrett - Dinner Top Up	£5.00	+
Maxwell	£1.89	
Maxwell - Dinner Top Up	£5.00	+
Nathaniel	£0.24	
Nathaniel - Dinner Top Up	£5.00	+
Rick	£135.71	
Rick - Dinner Top Up	£5.00	+

Dinner Credit: £0.00 | Total To Pay: £0.00
Club Credit: £0.00 | [Make Payment](#)

VISA | M | C | B

To top up, change the cost in the green box to the amount you would like to pay and click the + sign. This will add the cost to your basket on the right.



3b. Dinner Bookings

If your school wants you to book dinners, there are a few ways that they could ask you to do this.

Please note: If your child is eligible for free school meals or universal infant free school meals then you can book as normal but you will not be charged.

Regardless of the various options, the first thing that you need to do is go to Dinners in the options menu. This will take you to a screen which will show each of the dinner weeks that are available to pre-book under your child's name.

The screenshot shows the SchoolMoney interface for Derek's Dev School. The user is Claire, with a balance of £1.25. The 'Dinners' menu is selected, showing a list of dinner weeks from April 2017 to February 2018. Each week has a '+' sign next to it. A shopping cart icon is visible on the right side of the screen. At the bottom right, there is a 'Total To Pay: £0.00' and a 'Make Payment' button. Payment options for VISA, Mastercard, and American Express are also shown.

Pre-Booking Specific Meal Options

If your school asks you to book specific meal options for your child:

- Select the + sign next to the week you would like to pre-book.

The screenshot shows the pre-booking interface for a specific dinner week: 'Year 15 Lunch W/C: Mon 24 Apr 2017'. The interface is a table with five rows, one for each day of the week (Monday to Friday). Each row has a dropdown menu with the text 'No Dinner Chosen'. At the bottom right of the table, there is a 'Total £0.00' and an 'Update Booking' button.

- Select the drop down box next to the day you want to book for and choose one of the options available.



Year 15 Lunch W/C: Mon 24 Apr 2017

Monday	£0.00 - Packed Lunch ▼	
Tuesday	£0.00 - Jac Potato Tuna/Be ▼	Show Allergy
Wednesday	£0.00 - Chop Suey with rice ▼	
Thursday	£0.00 - Oven Roasted Chic ▼	Show Allergy
Friday	£0.00 - Oven Roasted Chic ▼	Show Allergy

Total £0.00 [Update Booking](#)

- Once all meals have been chosen, click the 'Update Booking' button in the bottom right hand corner.
- You can repeat for any other weeks you want to book.

[Pre-Booking Dinner Days](#)

If your school requests you pre-book dinner days for your child, then:

- Select the + sign next to the week you would like to pre-book.

Year 15 Lunch W/C: Mon 12 Jun 2017

Cost per meal: £1.01

Monday	<input type="checkbox"/>	£0.00
Tuesday	<input type="checkbox"/>	£0.00
Wednesday	<input type="checkbox"/>	£0.00
Thursday	<input type="checkbox"/>	£0.00
Friday	<input type="checkbox"/>	£0.00

Total £0.00 [Add To Basket](#)

- Tick the box next to the day you would like your child to eat.
- Once all of the days have been chosen, click the 'Update Booking' button in the bottom right hand corner.
- A pop up box will appear letting you know that the booking has been saved.
- Repeat for any other weeks you want to book.



Pre-Booking Meat and Vegetarian Options

If your school wants you to book whether your child is having a meat meal or a vegetarian meal:

- Select the + sign next to the week you would like to pre-book.

Year 15 Lunch W/C: Mon 24 Apr 2017		
Cost per meal: £1.45		
Monday	No Meal	£0.00
Tuesday	No Meal	£0.00
Wednesday	No Meal	£0.00
Thursday	No Meal	£0.00
Friday	No Meal	£0.00
Total £0.00		Add To Basket

- In the drop down box next to the day you would like to book, choose the option of Meat or Veg.

Year 15 Lunch W/C: Mon 24 Apr 2017		
Cost per meal: £1.45		
Monday	Meat	£0.00
Tuesday	Meat	£0.00
Wednesday	Veg	£0.00
Thursday	No Meal	£0.00
Friday	No Meal Meat Veg	£0.00
Total £0.00		Add To Basket

- Tick the box next to the day you would like your child to eat.
- Once all of the days have been chosen, click the 'Update Booking' button in the bottom right hand corner.
- A pop up box will appear letting you know that the booking has been saved.
- Repeat for any other weeks you want to book.



4. Clubs

4a. Club Top Up

If your school asks you to top up your child's club account then this will be found in the Club section of the options menu.

The screenshot shows the SchoolMoney interface for Derek's Dev School. The left-hand navigation menu has 'Clubs' highlighted with a yellow circle. A yellow arrow points from this menu item to the 'Clubs' section of the main content area. The main content area displays a list of transactions for two children, Claire and David. Each transaction includes a description, amount, date, and a '+' button. At the bottom right, there is a summary of credits and a 'Total To Pay' of £0.00, along with a 'Make Payment' button and logos for VISA, Mastercard, and American Express.

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
	Unpaid Dinner Money	£3.87	
David	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

When you click on Clubs it will come up with a screen that shows your child's club balance with the option to top up below.

The screenshot shows the SchoolMoney interface for Derek's Dev School, specifically the 'Clubs' section. The 'Clubs' menu item in the left-hand navigation menu is highlighted. The main content area displays a list of club accounts for three children: Claire, David, and Jane. Each account shows a balance and a 'Club Top Up' option with a green box containing the current amount and a '+' button. A yellow circle highlights the 'Club Top Up' option for Claire, which shows a balance of £2.00 and a top-up amount of £5.00. At the bottom right, there is a summary of credits and a 'Total To Pay' of £0.00, along with a 'Make Payment' button and logos for VISA, Mastercard, and American Express.

Child	Balance	Top Up Amount
Claire	£2.00	£5.00
David	£14.00	£5.00
Jane	£1.00	£5.00

To top up, change the cost in the green box to the amount you would like to pay and click the + sign. This will add the cost to the total at the bottom of your screen, as well as your basket.



4b. Club Bookings

If your school asks you to pre-book your child's club sessions then this will be found in the Clubs section of the options menu.

Each club that is available to book will appear underneath your child's name and will be listed in date order. They appear on a week by week basis.

The screenshot shows the SchoolMoney interface for 'Derek's Dev School'. The left navigation menu includes: Payments, Dinners, Clubs, School Shop, Parental Consent, and History. The main content area displays a list of club bookings for a child named Claire, with a total of £21.00. The bookings are as follows:

Child Name	Club Name	Amount	Action
Claire	Claire - Club Top Up	£5.00	+
	After School Club - WC: Mon 28 Aug 2017		+
David	David - Club Top Up	£5.00	+
	After School Club - WC: Mon 28 Aug 2017		+
Jane	Jane - Club Top Up	£5.00	+
	After School Club - WC: Mon 28 Aug 2017		+
Maxwell	Maxwell - Club Top Up	£5.00	+
	After School Club - WC: Mon 28 Aug 2017		+
Rick	Rick - Club Top Up	£5.00	+
	After School Club - WC: Mon 28 Aug 2017		+

The right side of the interface shows a shopping cart icon and a summary: Dinner Credit: £0.00, Club Credit: £0.00, Total To Pay: £0.00. There is a 'Make Payment' button and logos for VISA, Mastercard, and American Express.

To book:

- Click on the + sign next to the week you would like to pre-book. This will open the booking and show you the days that are available.

This screenshot shows the booking interface for Claire. The total amount is £21.00. The selected week is 'After School Club - WC: Mon 28 Aug 2017'. The days and their respective session counts are:

Day	Session Count
Monday	0
Tuesday	0
Wednesday	0
Thursday	0
Friday	0

The total amount is £0.00, and there is an 'Add To Basket' button.

- Click on the drop down box next to the day you would like to book and choose the session you need.

This screenshot shows the booking interface for Claire. The total amount is £21.00. The selected week is 'After School Club - WC: Mon 28 Aug 2017'. The days and their respective session counts and costs are:

Day	Session Count	Cost
Monday	2	£2.00
Tuesday	3	£3.00
Wednesday	3	£3.00
Thursday	2	£2.00
Friday	2	£2.00

The total amount is £0.00, and there is an 'Add To Basket' button.



- Once all sessions have been chosen, click the 'Add to Basket' button in the bottom right hand corner.

Derek's Dev School | SchoolMoney | Help | Logout

Student	Item	Amount	Action
Rick	Club Top Up	£5.00	+
After School Club - WC: Mon 28 Aug 2017			
Susan	Club Top Up	£5.00	+
After School Club - WC: Mon 28 Aug 2017			
Trevor	Club Top Up	£5.00	+
After School Club - WC: Mon 28 Aug 2017			
Jarrett	Club Top Up	£5.00	+
Robert	Club Top Up	£5.00	+
Jon	Club Top Up	£5.00	+

Summary:
Dinner Credit: £0.00
Club Credit: £0.00
Total To Pay: £12.00

[Make Payment](#)

VISA | MASTERCARD | AMERICAN EXPRESS | DEBIT

- A pop up box will appear letting you know that the booking has been saved. The club will highlight in yellow to show that it has been added to your basket.
- Repeat for any other weeks you want to book.



5. School Shop

If there is a school shop in which you can purchase items such as uniform or stationery, then the school may make this available in the shop section of the system. This section will always be available for you to log in and order/pay for.

Derek's Dev School SchoolMoney Help | Logout

Payments | **Dinners** | **Clubs** | **School Shop** | **Parental Consent** | **History**

School Trip:	£1293.33	Other:	£105.00
School Fund:	£136.00	Residential:	£350.00
Swimming:	£177.00	Uniform:	£204.49
Milk:	£5.50	Music:	£67.50
School Fees:	£20.00		

Child: 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	+
Child: 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	+

Shopping Cart:

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

[Make Payment](#)

VISA MASTERCARD AMERICAN EXPRESS

You will be able to purchase items for all of your children, so please ensure the correct child is selected.

Derek's Dev School SchoolMoney Help | Logout

Payments | **Dinners** | **Clubs** | **School Shop** | **Parental Consent** | **History**

Child: Claire

Claire - £1.00 Top Up	£1.00	+
Claire - £2.00 Top Up	£2.00	+
Claire - 9' Shirt	£10.00	+
Claire - Apple	£1.10	+
Claire - Auto Item 1	£1.00	+
Claire - Auto Item 2	£1.00	+
Claire - Bag of Dice	£4.50	+
Claire - Cake	£1.50	+
Claire - Chocolate Bar	£0.49	+
Claire - Exercise Book	£1.00	+
Claire - Lesson Book	£5.00	+
Claire - Notepad	£2.50	+
Claire - Packet of Crisps	£0.50	+
Claire - Peanut butter & Jelly sandwich	£1.00	+

Shopping Cart:

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

[Make Payment](#)

VISA MASTERCARD AMERICAN EXPRESS

Select the + sign next to the item you would like to purchase. This will add the cost to basket on the left hand side of the screen.

If you want to purchase more than one item, select the + sign as many times as you need.



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.

Derek's Dev School SchoolMoney Help | Logout

Payments	School Trip: £1293.33	Other: £105.00
Dinners	School Fund: £136.00	Residential: £350.00
Clubs	Swimming: £177.00	Uniform: £204.49
School Shop	Milk: £38.50	Music: £67.50
Parental Consent	School Fees: £20.00	
History		

Child: 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	+
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 Total To Pay: £0.00
Club Credit: £0.00 Make Payment

VISA MASTERCARD

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.

Claire			-
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.

The screenshot shows the SchoolMoney interface for Derek's Dev School. The left sidebar contains navigation tabs: Payments, Dinners, Clubs, School Shop, Parental Consent, and History. The History tab is highlighted with a yellow circle. A yellow arrow points from this tab to the transaction list in the main content area. The transaction list includes items like 'Typical Trip abroad', 'After School Club', 'Break Club', 'Unpaid Dinner Money', and 'Cheque Uniform'. A shopping cart icon is visible on the right side of the interface.

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.

The screenshot shows the SchoolMoney interface with the Transaction History tab selected. The transaction list is detailed, showing descriptions, instalments, payment dates, and methods. The transaction list includes items like 'Band Aid', 'Dairy Delivery', 'Packet of Crisps', and 'Peanut butter & Jelly sandwich'. A shopping cart icon is visible on the right side of the interface.



The **Club History** tab will give you a breakdown of the club sessions your child has taken and whether you have paid for them or not. There is also a key to help you see exactly what each block means.

Derek's Dev School SchoolMoney [Help](#) | [Logout](#)

	Transaction History	Club History	Dinner History	Dinner Bookings
Payments	Jarrett -			
Dinners	Description: Breakfast Club Start Date: Mon 17 Oct 2016 End Date: Fri 21 Oct 2016 Cost So Far: £1.00 Paid So Far: £0.00 Mon: ■ Tue: ■ Wed: ■ Thu: ■ Fri: ■ Weekly Total: £1.00 Amount Paid: £0.00 Amount Due: £1.00			
Clubs	Description: Breakfast Club Start Date: Mon 19 Sep 2016 End Date: Fri 23 Sep 2016 Cost So Far: £1.00 Paid So Far: £0.00 Mon: ■ Tue: ■ Wed: ■ Thu: ■ Fri: ■ Weekly Total: £1.00 Amount Paid: £0.00 Amount Due: £1.00			
School Shop				
Parental Consent				
History				

Dinner Credit: £0.00 Total To Pay: **£0.00**

Club Credit: £0.00 [Make Payment](#)

The **Dinner History** tab will give you a breakdown of the meals your child has taken and the cost of these meals. There is also a key to help you see exactly what each block means.

Derek's Dev School SchoolMoney [Help](#) | [Logout](#)

	Transaction History	Club History	Dinner History	Dinner Bookings
Payments	Claire +			
Dinners	David -			
Clubs	Dinner: Year 15 Lunch Start Date: Mon 19 Feb 2018 End Date: Fri 23 Feb 2018 Mon: ■ Tue: ■ Wed: ■ Thu: ■ Fri: ■ Weekly Total: £5.05			
School Shop				
Parental Consent				
History				
	Dinner: Year 15 Lunch Start Date: Mon 12 Feb 2018 End Date: Fri 16 Feb 2018 Mon: ■ Tue: ■ Wed: ■ Thu: ■ Fri: ■ Weekly Total: £4.50			
	Dinner: Year 15 Lunch Start Date: Mon 11 Dec 2017 End Date: Fri 15 Dec 2017 Mon: ■ Tue: ■			

Dinner Credit: £0.00 Total To Pay: **£0.00**

Club Credit: £0.00 [Make Payment](#)



If your school uses the option of pre-booking specific meals online, you will be able to use the **Dinners Booked** tab.


This tab shows all the meals that have been booked for your child and on what days.

Derek's Dev School SchoolMoney [Help](#) [Logout](#)

Transaction History | Club History | Dinner History | Dinner Bookings





Search: Claire

Date	Description	Cost
Thu 19 Oct 2017	Burger	£0.00
Wed 18 Oct 2017	Burger	£0.00
Tue 17 Oct 2017	BLT Sandwich	£1.50
Mon 16 Oct 2017	Croissant	£0.00
Mon 17 Jul 2017	Jac Potato Tuna/Beans&Cheese & Marble Sponge & Cus	£1.00
Tue 11 Jul 2017	Dinner Booking	-
Mon 10 Jul 2017	Dinner Booking	-
Mon 03 Jul 2017	Dinner Booking	-



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

[Make Payment](#)

If you need to amend any bookings, please follow the original steps. You will not be asked to pay for these amendments.



8. FAQ

Do I have to pay online?

Your child's school will advise you whether they are going completely cashless or not. If not, then you will still be able to pay by cash or cheque in the school office. If you are unsure, it is best that you check with the school directly.

Do I have to pay for the whole expense in one go?

The school may set the payment to allow partial payments or payments by instalment. This is up to the school and depends on what they are asking you to pay for.

What happens if I change my mobile number or email address?

If you change any of your contact details, you need to let the school know as soon as possible. If they do not have the correct contact details for your child then you may not be able to access your **SchoolMoney** account and you won't receive message updates from the school.

Does SchoolMoney store my card details when I make a payment?

SchoolMoney never stores card details, making the process of paying for your child's school items highly secure. Each time you start the payment process you will need to input your card details.

What happens if I have more than one child at the school?

You will receive a password for each child that you have registered at the school. However, if you sign in under one child's details then all of your children will be registered on the account. This enables you to pay for every child at once, not just the one you have signed in with. This is done automatically.

What happens if I forget my password?

If you have forgotten the password that the school has sent out to you or you have deleted the message then you will need to contact the school directly. They will be able to issue you a password reminder.

Can I change my password?

You cannot change your **SchoolMoney** password. The system automatically generates the password for you and it stays the same for the duration of your child's stay at the school.

Do you offer the facility to pay by PayPal?

We do not currently offer the facility to pay by PayPal. If you would like more information on which payment methods the school allows other than online, you will need to contact them directly.

Do you offer the facility to pay by PayPoint?

PayPoint enables you to pay for your child's trips, dinners, etc without using the online facility. You will need to contact your child's school and request a PayPoint barcode sheet. Once you have this sheet, take it to your local PayPoint and ask them to scan the relevant barcode. You can pay by cash or card. **Please contact your school to see if this is a feature available to you.**



Can I access the website on multiple devices?

Yes! You can use your computer/laptop, your mobile phone or a tablet. As long as you have access to the internet, you will be able to log in and pay.

What happens if I pay for the wrong thing?

If you have paid for the wrong item or on the wrong child, you will need to contact your child's school and explain to them what has happened. They will either be able to move the money as requested, or process a refund so that you can pay for the correct payment.

What if the school doesn't have my mobile number or email address?

If the school doesn't have either of these details, they cannot contact you with your password. You need to provide them with one of these options at the least. If they have your mobile number but not your email address you can input this into the login page and these details will be saved against your child's record.

What happens if I can't log on because of 'Invalid Login Details'?

If you are receiving the error message telling you that you have invalid log in details, it will be because one of the fields you are entering is incorrect. The mobile number and email address that you are entering has to match the details that the school has against your child's record. If they do not match it will not allow you to login. We advise that you contact the school to double check these details and request that they resend your password to you.

Who do I contact if I need help?

If you have questions or need help with anything, you must contact your school directly. They will be able to answer your questions or pass the information over to us.

What happens if I am separated from my partner and we both want to pay?

At the moment we only allow one account per child. If you do not want to share your login details with an ex-partner, we would advise that they use other forms of payment such as PayPoint (if this is part of the schools package) or card within the school.

I am logging in with one child but cannot see my other children, what is wrong?

If your children attend the same school but you cannot see them when logging in, it will be because they are not linked as siblings on the **SchoolMoney** system. To link children as siblings the mobile numbers and email addresses need to be the same. We advise that you contact the school and ask them to check that all of your children's details match.

I know that I am in credit and would like a refund, how do I do this?

If you can see that there is a credit on your account and you would like that money back, you will need to contact the school directly. Only the school can process this refund back to you.

I want to pay using childcare vouchers. How do I do this?

Currently there is not the facility to pay using childcare vouchers through our online system. You can let the school know and they will mark this on manually for you.