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Meeting individual needs...to the best of our ability.

28th March, 2019

We are going cashless!

Dear Parents,

We have signed up to the online payment system **SchoolMoney**.

You will be able to pay for activities such as trips, Breakfast & After School clubs, swimming, **online** with your debit or credit card. (The school will not be charged extra for this and you will benefit from making use of your credit card).

You will be able to access your account at any time to see if there is anything you need to pay for. We believe this payment system has many benefits for yourselves and us.

You won't need to sign up to this system as this is done automatically through the school and as long as you have provided us with up to date contact details we will send you a password (text & email) within the next few days. This password will give you access to your SchoolMoney account where you can pay for any items we have requested from you.

To log into SchoolMoney, visit the website **www.eduspot.co.uk** and click on the sign in button in the top right hand corner. In the drop down, select the SchoolMoney Parent Login option and this will send you through to a page where you need to enter your mobile number, email address, the password we have sent to you, and your child's first name.

Comprehensive parent guides are available by the clicking of the appropriate icon in the top, right hand corner of the Eduspot website.

If for any reason you are struggling to log in, it may be because you have not provided us with the correct contact details. Please let us know immediately if either your mobile number or email address changes. We appreciate your cooperation in the early stages of rolling this system out to you.

These are some of the benefits of a cashless payment system:

- No need to worry about carrying cash or cheques to school or having the exact change.
- Safe/secure password protected. (you will be reminded of your password every time you use the system)
- Quick & easy.
- Pay on your phone/tablet in the evening or weekend.
- Reports to see what you have booked/paid for.
- Easy trip consent button.
- Guides available online.



Going Live

The new cashless payment system will go live on **Monday 1st April**. From this date you will be able to login and book any Breakfast Club and/or ASC sessions taking place after the Easter holidays. Any existing credit notes will be transferred onto School Money during the Easter holidays, these will be clear for you to see. For those of you who have already paid up front for either of these clubs Mrs Cook will enter this information by the 5th April. Please note future payments will be taken at the time of booking.

Once a school class trip has been set up you will receive an email/message to advise you that a payment is required. You will also be able to give consent by the click of a button. (Residential trips & swimming lessons will still require a more detailed, written consent with medical information).

From Monday 23rd April the school will no longer accept cash or cheque payments.

Breakfast Club and After School Club

Breakfast Club & ASC bookings can only be made and paid for up to midnight the day before any session required. If you drop your child off to the Breakfast Club with no payment made, Mrs Cook will message you to pay the double late fee online. You will also have to advise the school, by phoning the office beforehand, if you need to make a late booking for ASC. This will ensure that your child's name is added to the ASC register and we will add the session to your account on the online system which you must then pay online in the usual way. Failing to do this will result in being charged a late double fee.

Any refunds that may be due (illness, club/trip or 24 hours cancellation notice given) will be added to your account by Mrs Cook & refunded to the card used for payment.

When you log in to School Money there are 4 Breakfast and After School options for every week:

- After School Club pre-booked - this is the main ASC booking option for parents.
- After School Club after activity- for time slots at ASC after choir/football etc.
- After School Club ad hoc - late double payments for ASC
- Breakfast Club - for breakfast club bookings for parents –
(a further drop down menu will be for 'ad hoc - late double payments for B/C')

Mrs Cook will send you log in details and passwords on Monday 1st April.

You will not be able to access the system before this date.

From 23rd April there will be a new pricing structure for Breakfast Club & ASC which is attached. Please note there will no longer be a 10% discount for ASC half term payments.

If you have any further questions please contact Mrs Cook or the school office.

Yours sincerely,

Sharon Flowers
Headteacher