



Parent User Guide

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 Middlemarch school can gain the most out of the system.

From **Monday the 14th March** Middlemarch School will go live on the SchoolMoney system.

For the Summer term onwards you will be required to make all payments for Dinners, Milk, Swimming and trips online or at a local Pay Point. Payments for Dinners will be required the **Thursday** of the week before. For example Milk and Dinners required for w/c 4th April after the Easter Holidays will require payment by Thursday the 31st March.

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



The school will send you an email or a text message to start the process. This will contain details such as, the web address and the password you will need to log on with.



Please note: if you have not received a message with a password in it by **TUESDAY 15TH MARCH**, please contact the school directly to request one.

To log in:

- Go to www.schoolmoney.co.uk (this web address will be provided to you in your text/email). This will bring up the parent log in page.
- Input your mobile number, email address and the password that has been provided by the school.
- Press log in and it will take you to a page that asks for your child's first name. **This is the first name only.**
- Type in the name and select 'confirm,' this will log you into the payments screen.

SchoolMoney
Payments Made Easy

SchoolMoney Demo School 03

Payments | History | Logout

Payments Due Please tick the items you wish to pay for and then click on Make Payment.

Name	Description	Instalment	Due	Due Date	Select
Jacob	Dinner Arrears	Arrears	£14.70		☐
Jacob	Farm	1 of 1	£10.00	21 Jul 2015	☐
Lauren	Farm	1 of 1	£10.00	21 Jul 2015	☐
Lauren	Barbados	1 of 1	£5.00	24 Jul 2015	☐
Lauren	London Zoo	2 of 2	£5.00	31 Jul 2015	☐

Dinner Jacob: £14.70 Arrears Dinner Lauren: £124.10 Credit
School Trip: £30.00 Arrears

School Shop

Description	Price	Select
Jacob - Dinner Top Up	£10.50	☐
Lauren - Dinner Top Up	£10.50	☐
Jacob - Club Top Up	£10.50	☐
Lauren - Club Top Up	£10.50	☐
Jacob - Beanie hat	£3.00	☐
Jacob - Book bag	£3.50	☐
Jacob - Book bag KS2	£4.00	☐
Jacob - Cap	£4.00	☐
Jacob - Cardigan	£10.00	☐
Jacob - Flashes	£0.50	☐
Jacob - Fountain Pens	£4.00	☐
Jacob - Green Mousepad	£2.00	☐
Jacob - Hat	£5.00	☐
Jacob - Hoodie	£15.00	☐
Jacob - Jumper	£10.00	☐
Jacob - Max Card	£3.00	☐
Jacob - P.E bag	£4.00	☐
Jacob - PE pumps	£2.99	☐
Jacob - Photo	£3.50	☐
Jacob - Polo Shirt	£150.00	☐
Jacob - Polo Shirt 36"	£7.65	☐
Jacob - Rubber	£1.00	☐
Jacob - Rucksack	£10.00	☐
Jacob - Ruler	£0.50	☐

Total: £0.00 **Make Payment**
Credit Used: £0.00

2. Making a Payment



Once you have logged in to your account, you will then be able to make a payment for your child.

Any outstanding payments will show up on the left hand side of the screen. Any top up or shop items will show up on the right hand side of the screen.

Please note: it is up to your child's school what they set up on SchoolMoney, so they may not offer all options. If you are unsure, please contact the school directly.

For Example, Middlemarch School does not currently sell school uniform.

To pay for an item in payments due:

- Find the item/instalment you would like to pay for from the left hand side of the screen.
- Select the tick box next to the item/instalment. This will add it to the total at the bottom.
- Click on 'make payment' in the bottom right hand corner when you are ready.



SchoolMoney Demo School 03
Payments | History | Logout

Payments Due
Please tick the items you wish to pay for and then click on Make Payment.

Name	Description	Instalment	Due	Due Date	Select
Jacob	Dinner Arrears	Arrears	£14.70		☐
Jacob	Farm	1 of 1	£10.00	21 Jul 2015	☒
Lauren	Farm	1 of 1	£10.00	21 Jul 2015	☐
Lauren	Barbados	1 of 1	£5.00	24 Jul 2015	☒
Lauren	London Zoo	2 of 2	£5.00	31 Jul 2015	☒

Dinner Jacob: £14.70 Arrears
Dinner Lauren: £124.10 Credit
School Trip: £30.00 Arrears

School Shop

Description	Price	Select
Jacob - Dinner Top Up	£10.50	☐
Lauren - Dinner Top Up	£10.50	☐
Jacob - Club Top Up	£10.50	☐
Lauren - Club Top Up	£10.50	☐
Jacob - Bearie hat	£3.00	☐
Jacob - Book Bag	£3.50	☐
Jacob - Book Bag KS2	£4.00	☐
Jacob - Cap	£4.00	☐
Jacob - Cardigan	£10.00	☐
Jacob - Flashes	£0.50	☐
Jacob - Fountain Pens	£4.00	☐
Jacob - Green Mousepad	£2.00	☐
Jacob - Hat	£5.00	☐
Jacob - Hoodie	£15.00	☐
Jacob - Jumper	£10.00	☐
Jacob - Max Card	£3.00	☐
Jacob - P.E bag	£4.00	☐
Jacob - PE pumps	£2.99	☐
Jacob - Photo	£3.50	☐
Jacob - Polo Shirt	£150.00	☐
Jacob - Polo Shirt 36"	£7.65	☐
Jacob - Rubber	£1.00	☐
Jacob - Rucksack	£10.00	☐
Jacob - Ruler	£0.50	☐

Total: £20.00

Credit Used: £0.00






The green boxes above allow you to pay for items partially. Click into a green box above to adjust the amount.



You may find that some of your payments are highlighted in a different colour:

- Green: this means that you can pay off this amount in smaller chunks up until the due date when you will need to have paid it off in full. Simply click into the green box and over type the amount to whatever you wish.

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



Once you have selected 'make payment,' the system will take you a screen where you can input 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.**

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. Pre-Booking Dinners & Clubs



3a. Dinners

Log in to your account as usual and the payment screen will come up. On the right hand side under 'shop,' you will see 'dinner top up.' If your school wants you to pre-book, then the amount will not be green but white and it will represent a weekly cost of your dinners.

SchoolMoney Payments Made Easy **SchoolMoney Demo School 03** Payments | History | Logout

Please tick the items you wish to pay for and then click on Make Payment.

Name	Description	Instalment	Due	Due Date	Select
Jacob	Dinner Arrears	Arrears	£14.70		☐
Jacob	Farm	1 of 1	£10.00	21 Jul 2015	☐
Jacob	BreakfastClub	1 of 1	£0.00	04 Sep 2015	☐
Jacob	BreakfastClub	1 of 1	£0.00	11 Sep 2015	☐
Lauren	Farm	1 of 1	£10.00	21 Jul 2015	☐
Lauren	Barbados	1 of 1	£5.00	24 Jul 2015	☐
Lauren	London Zoo	2 of 2	£5.00	31 Jul 2015	☐
Lauren	BreakfastClub	1 of 1	£0.00	04 Sep 2015	☐
Lauren	BreakfastClub	1 of 1	£0.00	11 Sep 2015	☐

Dinner Jacob: £14.70 Arrears Dinner Lauren: £124.10 Credit
Club/Extended: £0.00 Arrears School Trip: £30.00 Arrears

School Shop

Description	Price
Jacob - Dinner Top Up	£10.50
Lauren - Dinner Top Up	£10.50
Lauren - Club Top Up	£10.50
Jacob - Beanie hat	£3.00
Jacob - Book Bag	£3.50
Jacob - Book Bag KS2	£4.00
Jacob - Cap	£4.00
Jacob - Cardigan	£10.00
Jacob - Flashes	£0.50
Jacob - Fountain Pens	£4.00
Jacob - Green Mousepad	£2.00
Jacob - Hat	£5.00
Jacob - Hoodie	£15.00
Jacob - Jumper	£10.00
Jacob - Max Card	£3.00
Jacob - P.E bag	£4.00
Jacob - PE pumps	£2.99
Jacob - Photo	£3.50
Jacob - Polo Shirt	£150.00
Jacob - Polo Shirt 36"	£7.65
Jacob - Rubber	£1.00
Jacob - Rucksack	£10.00
Lauren - Ruler	£0.50

Total: £0.00 Make Payment
Dinner Credit Used: £0.00

VISA Mastercard Maestro Debit

The green boxes above allow you to pay for items partially. Click into a green box above to adjust the amount.

Tick the box that is next to the 'dinner top up' and a pop up box will appear in the middle of the screen. Choose the week you would like to book your child's meals for from the drop down box. Then press OK.

Select Dinner Week

Mon 31 Aug 2015 to Fri 04 Sep 2015 ▼

OK Cancel

Another pop up box will appear with the days of the week.



Select days for dinner

Select dinner bookings for Mon 31 Aug 2015 to Fri 04 Sep 2015

£2.10 per meal

Mon	Tue	Wed	Thu	Fri	Total
☒	☒	☐	☒	☐	£6.30

OK Cancel

Tick the boxes against the days that you would like to book and it will calculate a total for you. (You will only be able to tick boxes that are for days in the future).

Select OK and the money will be added to the total at the bottom. Select 'make payment' as normal to complete the transaction.

3b. Clubs

When you log in you will be able to see the club payments on the left hand side of the screen under 'payments due.'

Payments Due Please tick the items you wish to pay for and then click on Make Payment.

Name	Description	Instalment	Due	Due Date	Select
Jacob	Dinner Arrears	Arrears	£14.70		☐
Jacob	Farm	1 of 1	£10.00	21 Jul 2015	☐
Lauren	Farm	1 of 1	£10.00	21 Jul 2015	☐
Lauren	Barbados	1 of 1	£5.00	24 Jul 2015	☐
Lauren	London Zoo	2 of 2	£5.00	31 Jul 2015	☐

Select the tick box next to the club you would like to book for and a new pop up will appear with the days of the weeks and drop down boxes underneath.

Select BreakfastClub sessions for Lauren

Please select bookings for Mon 31 Aug 2015 to Fri 04 Sep 2015

Session Costs
1 - £3.00

Mon	Tue	Wed	Thu	Fri	Total
0	0	0	0	0	£0.00
0					
1					

OK Cancel

Choose the days you would like your child to attend and then press 'OK' once you are ready to pay.

4. History



You will be able to see the 'history' tab on the top right hand side of the screen. This tab gives you an overview of your child's history on the **SchoolMoney** system.

SchoolMoney Payments Made Easy **SchoolMoney Demo School 03** [Payments](#) [History](#) [Logout](#)

Please tick the items you wish to pay for and then click on Make Payment.

Name	Description	Instalment	Due	Due Date	Select
Jacob	Dinner Arrears		£14.70		
Jacob	Farm	1 of 1	£10.00	21 Jul 2015	☐
Jacob	BreakfastClub	1 of 1	£0.00	04 Sep 2015	☐
Jacob	BreakfastClub	1 of 1	£0.00	11 Sep 2015	☐
Lauren	Farm	1 of 1	£10.00	21 Jul 2015	☐
Lauren	Barbados	1 of 1	£5.00	24 Jul 2015	☐
Lauren	London Zoo	2 of 2	£5.00	31 Jul 2015	☐
Lauren	BreakfastClub	1 of 1	£0.00	04 Sep 2015	☐
Lauren	BreakfastClub	1 of 1	£0.00	11 Sep 2015	☐

Dinner Jacob: £14.70 Arrears Dinner Lauren: £124.10 Credit
Club/Extended: £0.00 Arrears School Trip: £30.00 Arrears

Description	Price	Select
Jacob - Dinner Top Up	£10.50	☐
Lauren - Dinner Top Up	£10.50	☐
Jacob - Club Top Up	£10.50	☐
Lauren - Club Top Up	£10.50	☐
Jacob - Beanie hat	£3.00	☐
Jacob - Book Bag	£3.50	☐
Jacob - Book Bag KS2	£4.00	☐
Jacob - Cap	£4.00	☐
Jacob - Cardigan	£10.00	☐
Jacob - Flashies	£0.50	☐
Jacob - Fountain Pens	£4.00	☐
Jacob - Green Mousepad	£2.00	☐
Jacob - Hat	£5.00	☐
Jacob - Hoodie	£15.00	☐
Jacob - Jumper	£10.00	☐
Jacob - Max Card	£3.00	☐
Jacob - P.E bag	£4.00	☐
Jacob - PE pumps	£2.99	☐
Jacob - Photo	£3.50	☐
Jacob - Polo Shirt	£150.00	☐
Jacob - Polo Shirt 36"	£7.65	☐
Jacob - Rubber	£1.00	☐
Jacob - Rucksack	£10.00	☐
Jannah - Ruler	£0.50	☐

Total: £0.00 [Make Payment](#)
Dinner Credit Used: £0.00

The green boxes above allow you to pay for items partially. Click into a green box above to adjust the amount.

4a. Transaction History

When you first click on 'history,' you will be sent to the 'transaction history.' This gives you a breakdown of any payments you have made to the school.

SchoolMoney Payments Made Easy **SchoolMoney Demo School 03** [Payments](#) [History](#) [Logout](#)

[Transaction History](#) [Dinner Eaten](#) [Dinner Booked](#)

Name	Description	Instalment	Paid	Payment Date	Refunded	Payment Method
Jacob	BreakfastClub	1 of 1	£3.50	10 Jun 2015		Cash
Jacob	BreakfastClub	Credit	£1.80	10 Jun 2015		Cash
Jacob	BreakfastClub	Credit	£7.00	10 Jun 2015		Cash
Jacob	Book Bag		£5.50	07 May 2015		Cash
Lauren	London Zoo	1 of 2	£5.00	11 Aug 2015		Cheque
Lauren	Grahams water 2016	1 of 1	£206.00	16 Jul 2015		Cash
Lauren	Kingswood	1 of 1	£10.00	10 Jul 2015		Cash
Lauren	Titanic	1 of 1	£10.00	09 Jul 2015		Cash
Lauren	Demo Dinners Lauren	Credit	£10.00	08 Jul 2015		Cash
Lauren	AfterschoolClub	Credit	£20.00	24 Jun 2015		Cheque
Lauren	Portland Castle	1 of 1	£3.00	10 Jun 2015		Cash
Lauren	The After School Music Club	1 of 1	£16.00	10 Jun 2015		Cash
Lauren	Swimming	1 of 1	£20.00	10 Jun 2015		Cash
Lauren	BRIGHTON	1 of 1	£7.50	10 Jun 2015		Cash
Lauren	Test trip for PS	1 of 1	£300.00	10 Jun 2015		Cheque
Lauren	Choir	1 of 1	£5.00	10 Jun 2015		Cash
Lauren	Year 6 Trip	3 of 5	£120.00	10 Jun 2015		Cash
Lauren	Year 6 Trip	1 of 5	£110.00	10 Jun 2015		Cash
Lauren	P3 trip to zoo	1 of 1	£3.00	10 Jun 2015		Cash
Lauren	yc	1 of 1	£5.00	10 Jun 2015		Voucher
Lauren	Allon Towers	2 of 2	£7.50	10 Jun 2015		Cash
Lauren	Year 6 Trip	5 of 5	£100.00	10 Jun 2015		Cash
Lauren	Year 6 Trip	4 of 5	£100.00	10 Jun 2015		Cash
Lauren	Owls Book Club	Credit	£45.00	10 Jun 2015		Cash
Lauren	Owls Book Club	1 of 1	£4.00	10 Jun 2015		Cash
Lauren	London Theatre	1 of 2	£5.00	10 Jun 2015		Cash
Lauren	London Theatre	2 of 2	£15.00	10 Jun 2015		Cash
Lauren	BreakfastClub	Credit	£3.50	10 Jun 2015		Cash
Lauren	BreakfastClub	Credit	£3.50	10 Jun 2015		Cash
Lauren	BreakfastClub	1 of 1	£3.50	10 Jun 2015		Cash
Lauren	BreakfastClub	Credit	£3.50	10 Jun 2015		Cash
Lauren	BreakfastClub	Credit	£7.00	10 Jun 2015		Cash
Lauren	KINGSWAY	3 of 3	£10.00	10 Jun 2015		Cash
Lauren	Demo Dinners Lauren	Credit	£2.10	10 Jun 2015		Cash
Lauren	Demo Dinners Lauren	1 of 1	£2.70	10 Jun 2015		Cash
Lauren	Demo Dinners Lauren	1 of 1	£1.50	10 Jun 2015		Cash
Lauren	Demo Dinners Lauren	1 of 1	£0.60	10 Jun 2015		Cash
Lauren	Demo Dinners Lauren	Credit	£2.10	10 Jun 2015		Cash
Lauren	Demo Dinners Lauren	1 of 1	£0.20	10 Jun 2015		Cash



4b. Dinners Eaten

The second tab will give you a breakdown of the meals your child has taken and whether you have paid for them or not.

SchoolMoney
Payments Made Easy

SchoolMoney Demo School 03

[Payments](#) | [History](#) | [Logout](#)

Transaction History
Dinner Eaten
Dinner Booked

Your dinner money balance is **£109.40** in credit.

Cost per Dinner - Price Varies

Initials	Dinner	Date	Mon	Tue	Wed	Thu	Fri	Weekly Total	Amount Paid	Amount
Jacob	Demo Dinners Lauren	07 Sep - 11 Sep						£0.00	£0.00	£0.00
Jacob	Demo Dinners Lauren	31 Aug - 04 Sep						£0.00	£0.00	£0.00
Jacob	Demo Dinners Lauren	10 Aug - 14 Aug						£2.10	£0.00	£2.10
Jacob	Demo Dinners Kelly	10 Aug - 14 Aug						£2.10	£0.00	£2.10
Jacob	Demo Dinners Kelly	03 Aug - 07 Aug						£4.20	£0.00	£4.20
Jacob	Demo Dinners Lauren	03 Aug - 07 Aug						£0.00	£0.00	£0.00
Jacob	Demo Dinners Lauren	27 Jul - 31 Jul						£2.10	£0.00	£2.10
Jacob	Demo Dinners Lauren	20 Jul - 24 Jul						£4.20	£0.00	£4.20
Jacob	Demo Dinners Lauren	06 Jul - 10 Jul						£0.00	£0.00	£0.00
Jacob	Demo Dinners Lauren	29 Jun - 03 Jul						£0.00	£0.00	£0.00
Lauren	Demo Dinners Lauren	07 Sep - 11 Sep						£0.00	£0.00	£0.00
Lauren	Demo Dinners Lauren	31 Aug - 04 Sep						£0.00	£0.00	£0.00
Lauren	Demo Dinners Lauren	10 Aug - 14 Aug						£4.30	£4.30	£0.00
Lauren	Demo Dinners Lauren	03 Aug - 07 Aug						£0.00	£0.00	£0.00
Lauren	Demo Dinners Lauren	27 Jul - 31 Jul						£2.10	£2.10	£0.00
Lauren	Demo Dinners Lauren	20 Jul - 24 Jul						£4.20	£4.20	£0.00
Lauren	Demo Dinners Lauren	06 Jul - 10 Jul						£0.00	£0.00	£0.00
Lauren	Demo Dinners Lauren	29 Jun - 03 Jul						£0.00	£0.00	£0.00
Lauren	Demo Dinners Lauren	22 Jun - 26 Jun						£0.00	£0.00	£0.00
Lauren	Demo Dinners Lauren	15 Jun - 19 Jun						£0.00	£0.00	£0.00
Lauren	Demo Dinners Lauren	08 Jun - 12 Jun						£0.00	£0.00	£0.00
Lauren	Demo Dinners Lauren	18 May - 22 May						£0.00	£0.00	£0.00
Lauren	Demo Dinners Lauren	11 May - 15 May						£2.00	£2.00	£0.00
Lauren	Demo Dinners Lauren	04 May - 08 May						£0.00	£0.00	£0.00

Dinner Eaten
 Sandwiches Eaten
 Free School Meal Eaten
 No Dinner Eaten
 School Holiday - no dinners
 Universal Infant Free School Meal Eaten

You can see:

- Your dinner money balance (credit/debt).
- The cost per dinner.
- What weeks and days your child has had a meal.
- What weeks you have paid for and what weeks you still owe for.



5. FAQ

Do I have to pay online?

Yes or at a local Pay Point.

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

No, the school office may set up instalments for a payment. This will depend on the school and the type of payment.

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

Please ensure any changes to your contact details are passed onto the school as soon as possible. If there are any delays, you may not receive new payment messages, and you could have problems logging in to SchoolMoney.

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

No, each time you start the payment process you will need to enter your card details. No confidential information is stored, making the process highly secure.

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

For each child, you will receive a text message and/or email stating you have a new payment to make. However, if you sign in for one child's account the rest of their siblings payments can be viewed and paid for, making it easy and straightforward to pay for your children's expenses.

What happens if I forget my password?

The password and payment details will be in each payment message that the school sends out, so don't worry if you forget the password or delete the message the school has sent you. The school can also re-send your password details; just speak to someone in the school office.

Can I change my password?

You cannot change your password. The system automatically generates your password and it will stay the same for the whole time you use school money.

Do you offer the facility to pay by PayPal?

We do not currently offer the facility to pay by PayPal. If you would like to know about alternative ways to pay rather than online, please contact your school to find out what they allow.

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 pay for the wrong item or on the wrong child, then you will need to contact your school to find out if they can move the money to the correct place or process a refund.

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

If the school doesn't have your mobile or email on record, you can still input those details into our login page and these details will be saved against your child's record.

What happens if I can't log on because of an 'invalid password'?

If you get the message of 'invalid password,' it may be that the details you are putting in to the login page are incorrect. Please contact your school to double check your mobile number and email address, and to request that they re-send 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.

Mrs Beasley and Mrs Howes in the main School office will be happy to help, please call on 02476 328 009 to arrange a convenient time.