



5th February 2021

Online Booking and Payment System

Dear Parent/Carer

I am very pleased to be able to tell you we are launching an on-line booking and payment system. We will be going live with SchoolMoney on the 22nd of February. By the 12th of February all first contact parents/carers on our system will receive a text and/or email with instructions of how to log-in to School Money. Please contact the school office if you do not receive a text or email. We do have the facility to add additional log-ins for parents who are separated and who both need access to the system. Please contact the school office to discuss this option.

From the 22nd of February parents will be able to book and pay for breakfast and afterschool clubs, make school meal selections for those children entitled free school meals and all children in Reception and years 1 and 2. For children in years 3 to 6, parents will be able to select and pay for their school dinners in advance.

Future events and trips (when current restrictions are lifted) will also be paid for on-line. Receipts will be emailed to parents directly.

Whilst we would like parents to use the new system as much as possible we do understand there are times when you need to book breakfast and afterschool clubs and order lunches at short notice, it will still be possible to call into the school office. We will also be able to accept card payments over the phone and in the office.

We see this as an opportunity to offer a more efficient service to parents and reduce administrative time. However, we do not want parents to feel out of touch by using the system and continue to welcome parents into school when the current restrictions are lifted.

The welcome message from School Money will read as follows:

Hello, Welcome to SchoolMoney, our new online payment system. Please go to edsp.co/sm-login to login for (your details will be shown here)

Kind Regards
Mrs Bell
School Business Manager