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Welcome to SchoolMoney; an easy, safe and secure way to pay for your child's dinners, trips and other expenses online via your debit or credit card. The following user guide has been created to take you smoothly through the process. If you have any questions about making payments, please contact the School Office.

Logging into SchoolMoney

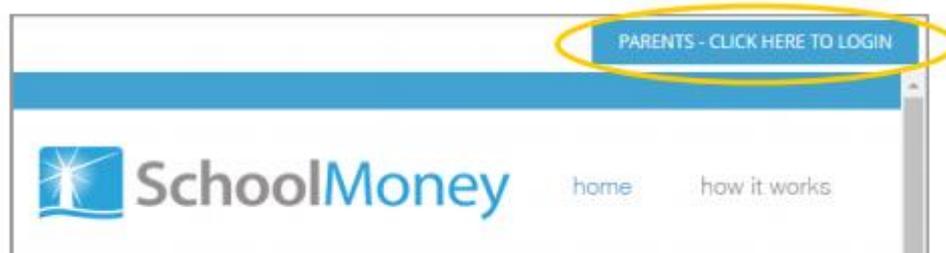
To log into your SchoolMoney account, you will first need to open a webpage on your device (PC, tablet, mobile) and enter the following address:

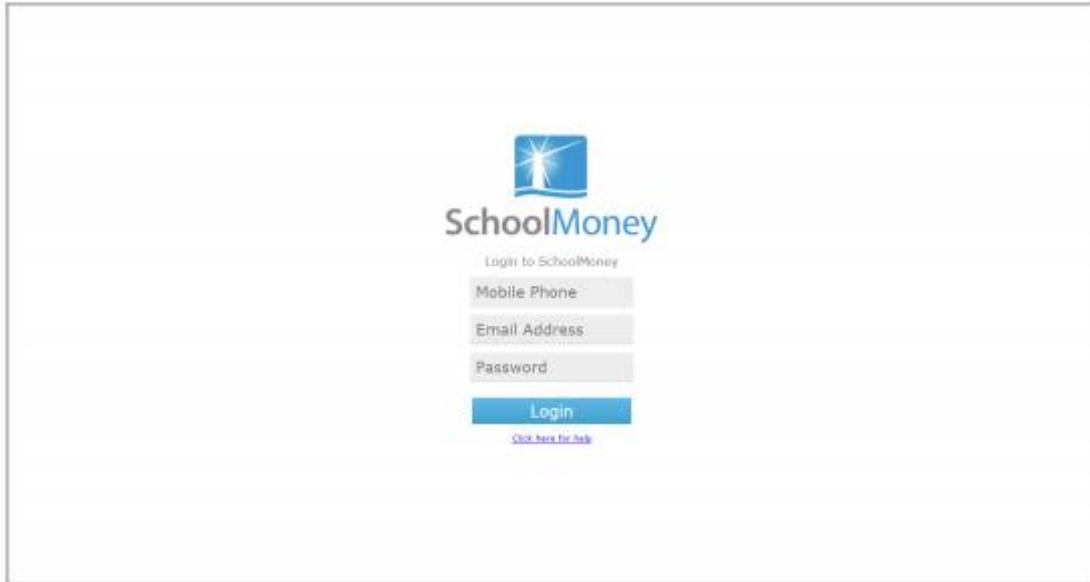
www.schoolmoney.co.uk

Or click on the link provided in the payment reminder text/email sent.

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:

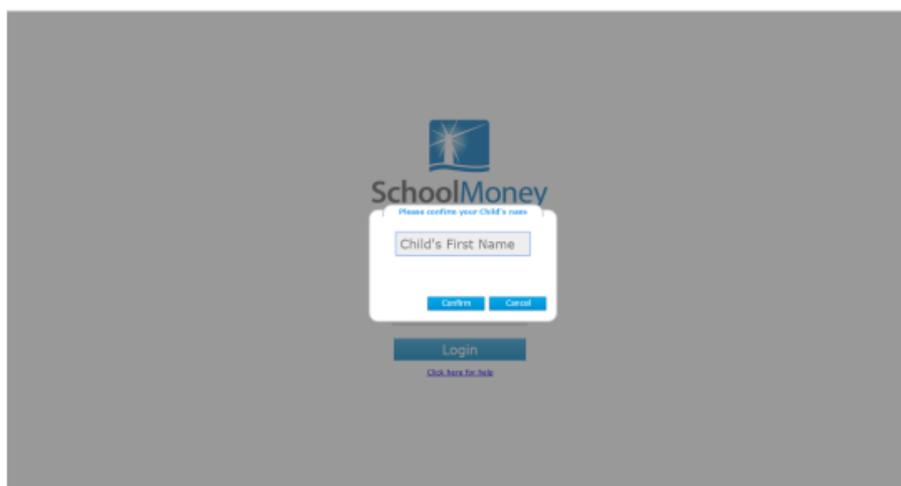
- A mobile number
- An email address
- The password that has been provided by the school.

Input this information in the required fields and select 'Login.'

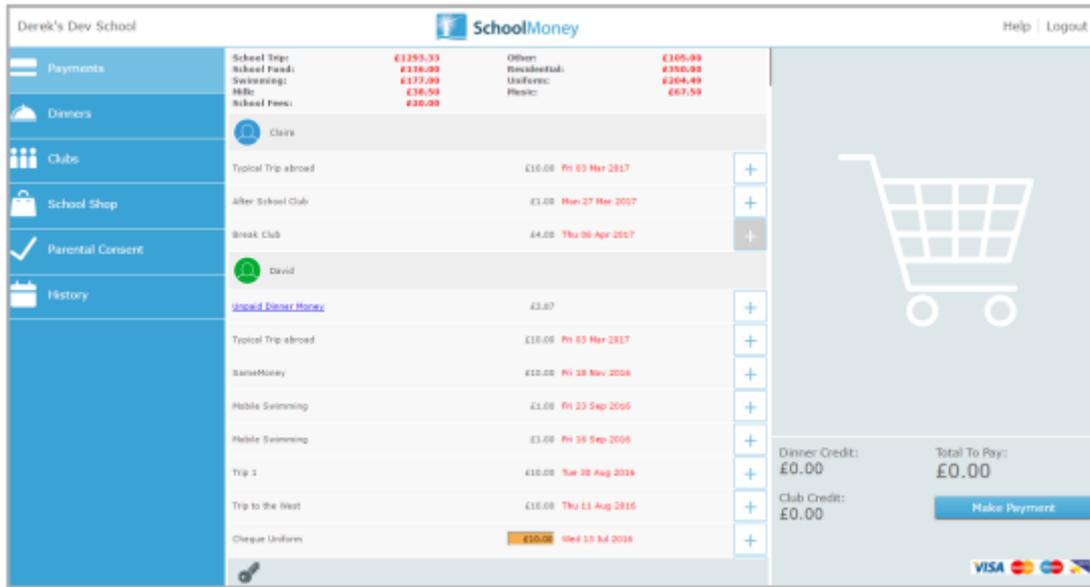
Please note: You will receive a password via text/email when you have a payment due. You cannot change your password but it will be provided each time you receive a payment reminder.

A pop up box will appear asking you to enter your child's name.

Please only enter your child's First Name. If you have more than one child at the school, enter the First Name of the child stated in your payment reminder text/email. This needs to be spelt in the same way as the school has it entered on our 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.



Please note: If for any reason it won't allow you to log on, contact the school office to double check the mobile number/email address that we 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 changes your child's details.

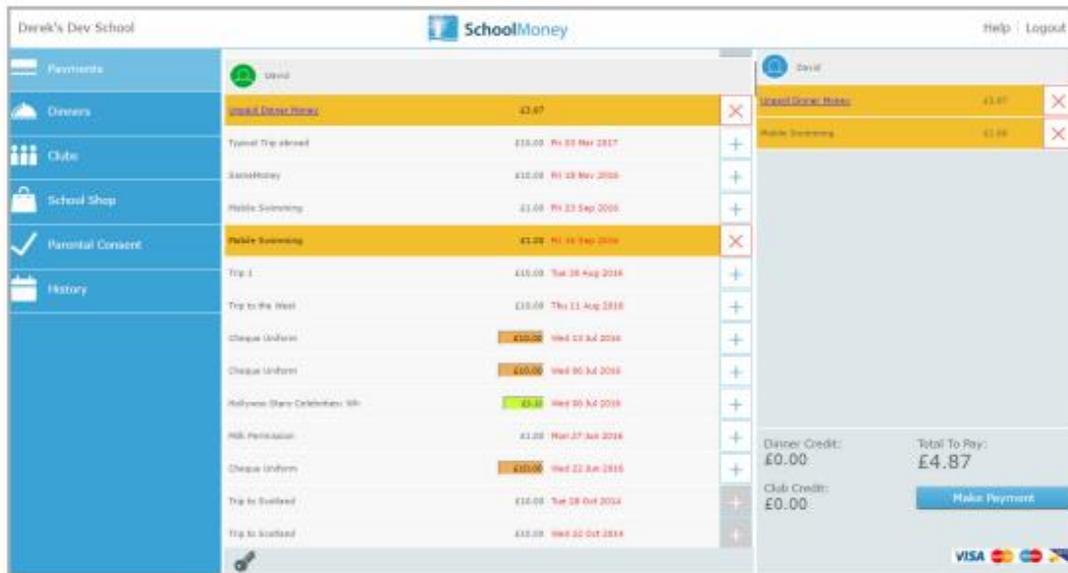
Making a Payment

Once you have logged into your account, you will then be able to make payments for your child.

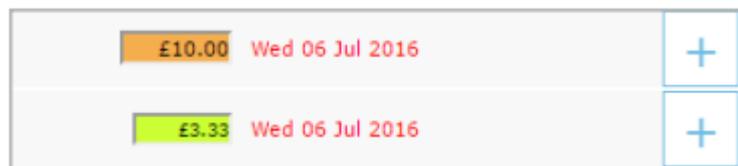
If you have more than one child that attends the school then their payments will show beneath their names. Names are listed alphabetically.

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 and clubs.

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.



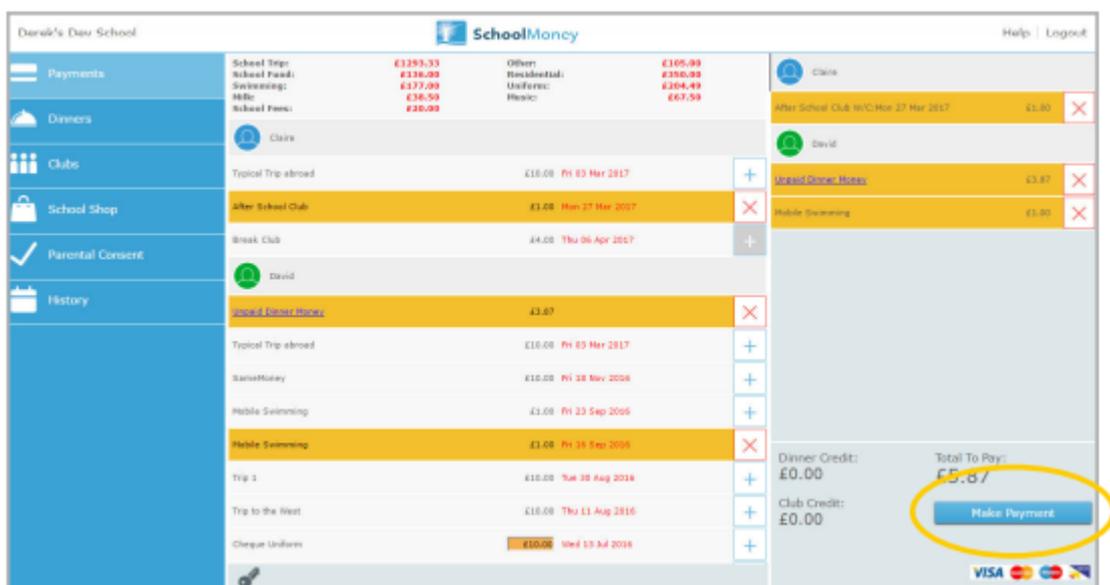
You may find that some of your payments are highlighted in a different colour:



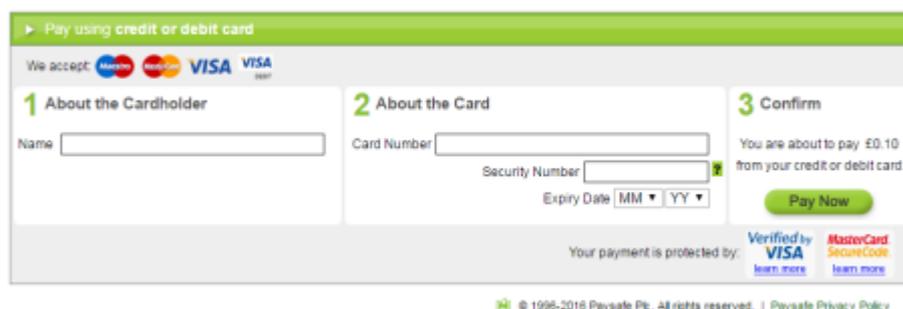
- **Green:** this means that you can pay off the amount in smaller chunks up until the due date, when you will need to pay it off in full. Click into the green box and amend the amount.
- **Orange:** this means you can pay as much towards this payment as you would like. This will then remove any remaining 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.

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.



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.**

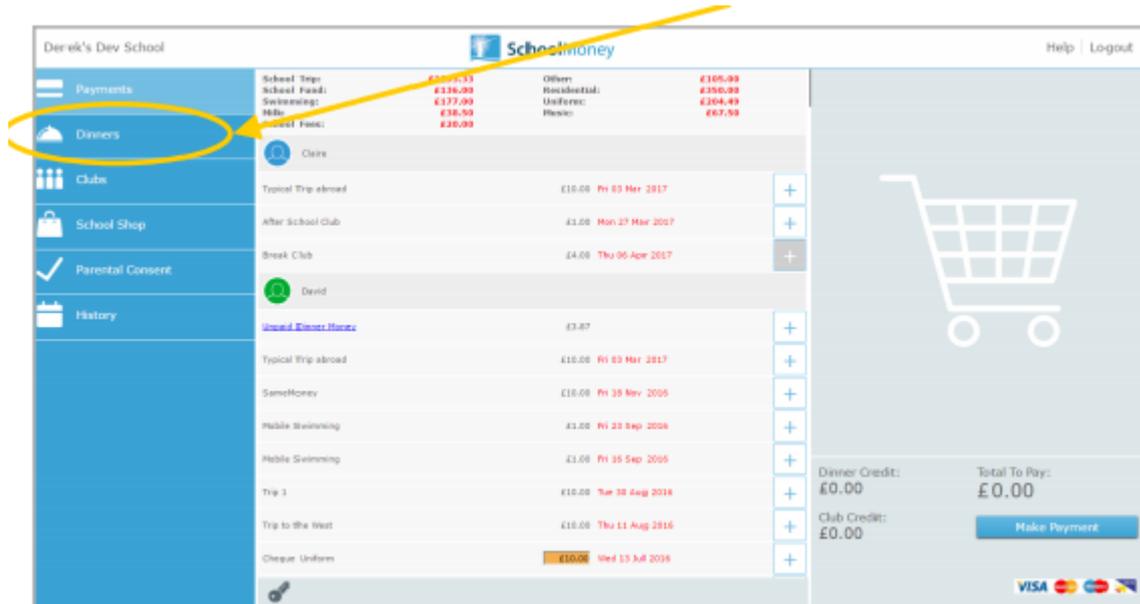


A confirmation pop up will appear once you have selected 'Pay Now' so that you know the details have been processed and you will receive an email receipt shortly afterwards.

Dinners

It is possible to top up your child's dinner account in the Dinners section of the options menu.

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.



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.

