

# 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.eduspot.co.uk](http://www.eduspot.co.uk)

This will take you to our eduspot website.

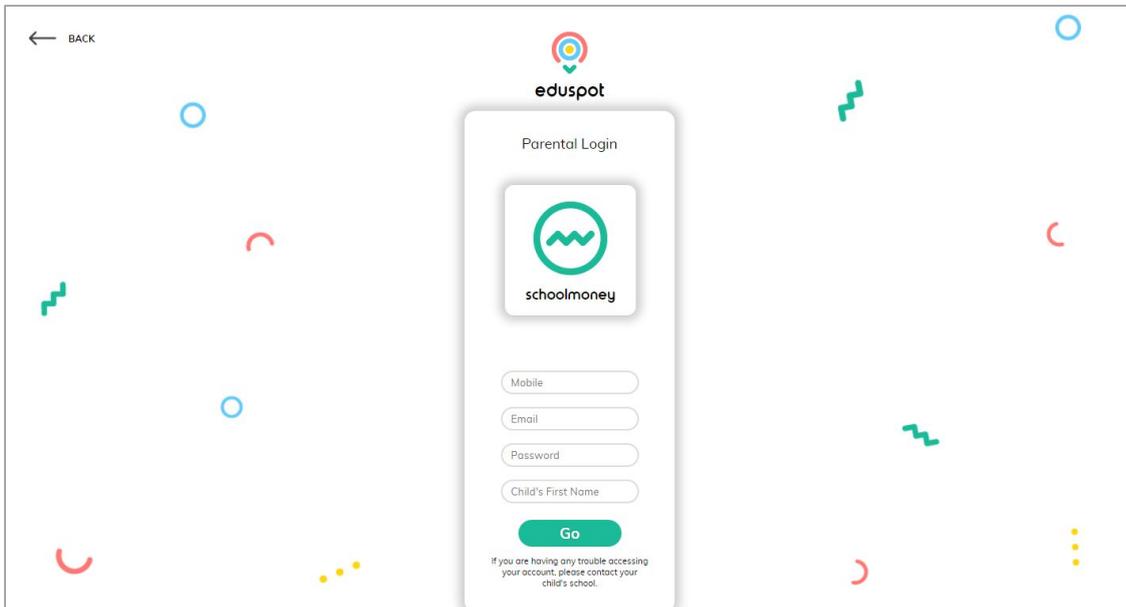


In the top right hand corner of the screen is a sign in button. Please click on this.



A drop down box will appear with our products listed. Click on the bottom option of schoolmoney parent login.

This will then send you to the parent login page.



Please enter the following information:

- Your mobile number
- Your email address
- The password the school has sent to you by text or email
- Your child's first name

Press Go when you are ready.

**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.

**Please note:** 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.

You will be logged into your SchoolMoney account providing the details that you have entered are correct.

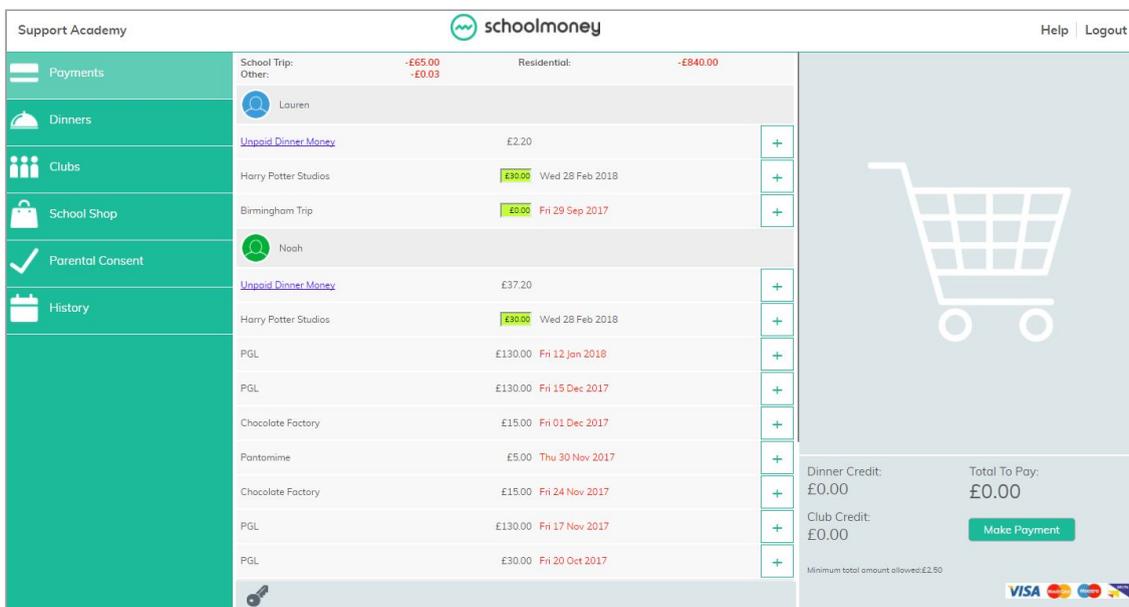
**Please note:** If for any reason it won't allow you to log on, we would advise that you contact your school to double check the mobile number/email address that they have recorded against your child on **SchoolMoney**. If you are entering different details to the school, you will be unable to login 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.



Support Academy schoolmoney Help | Logout

| Category            | Item                        | Amount   | Date            | Action |
|---------------------|-----------------------------|----------|-----------------|--------|
| Payments            | School Trip- Other: -£65.00 | -£65.00  |                 |        |
| Payments            | Residential: -£840.00       | -£840.00 |                 |        |
| <b>Lauren</b>       |                             |          |                 |        |
| Unpaid Dinner Money | Unpaid Dinner Money         | £2.20    |                 | +      |
| Clubs               | Harry Potter Studios        | £30.00   | Wed 28 Feb 2018 | +      |
| School Shop         | Birmingham Trip             | £0.00    | Fri 29 Sep 2017 | +      |
| <b>Noah</b>         |                             |          |                 |        |
| Unpaid Dinner Money | Unpaid Dinner Money         | £37.20   |                 | +      |
| History             | Harry Potter Studios        | £30.00   | Wed 28 Feb 2018 | +      |
| History             | PGL                         | £130.00  | Fri 12 Jan 2018 | +      |
| History             | PGL                         | £130.00  | Fri 15 Dec 2017 | +      |
| History             | Chocolate Factory           | £15.00   | Fri 01 Dec 2017 | +      |
| History             | Pantomime                   | £5.00    | Thu 30 Nov 2017 | +      |
| History             | Chocolate Factory           | £15.00   | Fri 24 Nov 2017 | +      |
| History             | PGL                         | £130.00  | Fri 17 Nov 2017 | +      |
| History             | PGL                         | £30.00   | Fri 20 Oct 2017 | +      |

Dinner Credit: £0.00      Total To Pay: £0.00

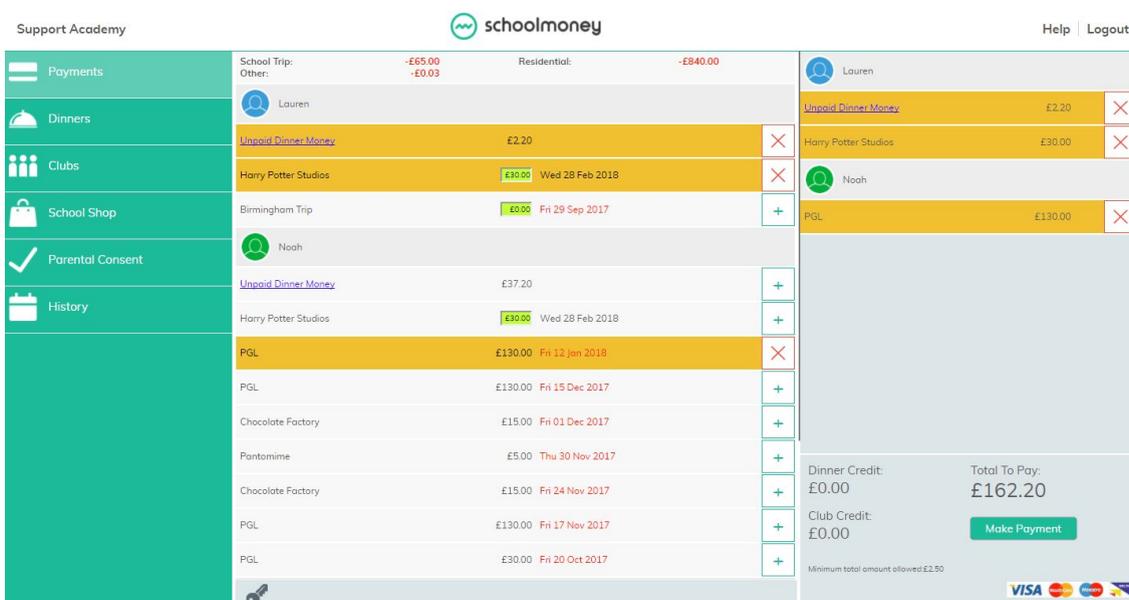
Club Credit: £0.00

[Make Payment](#)

Minimum total amount allowed: £2.50



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.



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| Category            | Item                        | Amount   | Date            | Action |
|---------------------|-----------------------------|----------|-----------------|--------|
| Payments            | School Trip- Other: -£65.00 | -£65.00  |                 |        |
| Payments            | Residential: -£840.00       | -£840.00 |                 |        |
| <b>Lauren</b>       |                             |          |                 |        |
| Unpaid Dinner Money | Unpaid Dinner Money         | £2.20    |                 | X      |
| Clubs               | Harry Potter Studios        | £30.00   | Wed 28 Feb 2018 | X      |
| School Shop         | Birmingham Trip             | £0.00    | Fri 29 Sep 2017 | +      |
| <b>Noah</b>         |                             |          |                 |        |
| Unpaid Dinner Money | Unpaid Dinner Money         | £37.20   |                 | +      |
| History             | Harry Potter Studios        | £30.00   | Wed 28 Feb 2018 | +      |
| History             | PGL                         | £130.00  | Fri 12 Jan 2018 | X      |
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| History             | Chocolate Factory           | £15.00   | Fri 24 Nov 2017 | +      |
| History             | PGL                         | £130.00  | Fri 17 Nov 2017 | +      |
| History             | PGL                         | £30.00   | Fri 20 Oct 2017 | +      |

Dinner Credit: £0.00      Total To Pay: £162.20

Club Credit: £0.00

[Make Payment](#)

Minimum total amount allowed: £2.50



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

|                      |         |                 |
|----------------------|---------|-----------------|
| Harry Potter Studios | £30.00  | Wed 28 Feb 2018 |
| PGL                  | £130.00 | Fri 12 Jan 2018 |

**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.

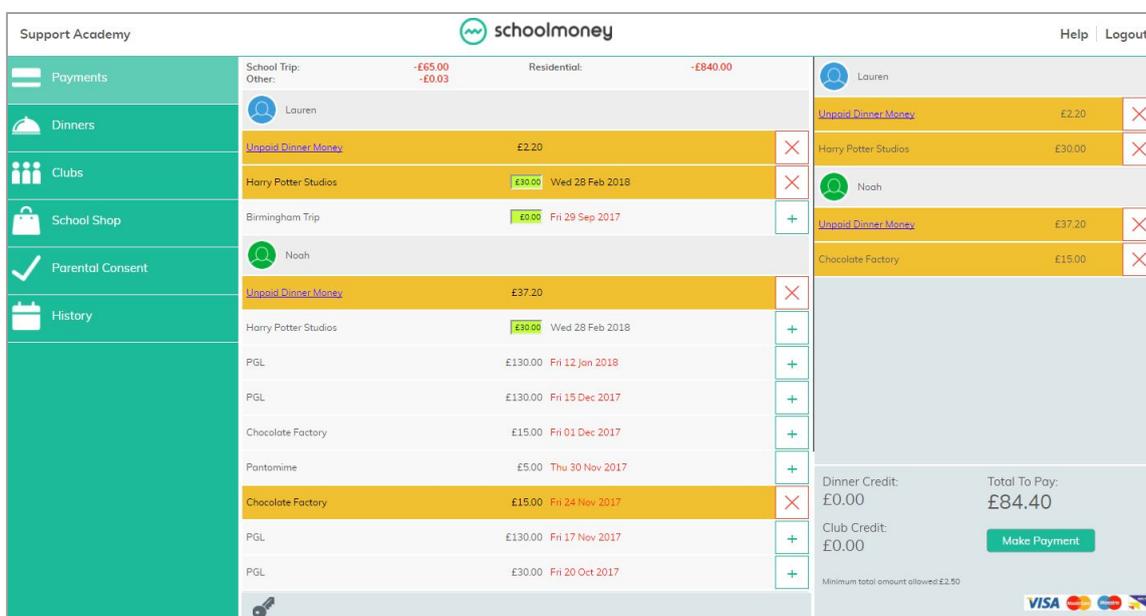
**Orange:** this means you can pay as much towards this payment as you would like. This will then remove any remaining cost so that you do not have to pay any more towards it. You can pay either more or less than the amount stated.

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.



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 screenshot shows the 'schoolmoney' website interface. On the left is a navigation menu with options: Payments, Dinners, Clubs, School Shop, Parental Consent, and History. The main area displays a list of payments for 'Support Academy'. Payments are categorized by parent: Lauren and Noah. Some payments are highlighted in yellow (e.g., 'Unpaid Dinner Money', 'Harry Potter Studios', 'Chocolate Factory') and some have a green box next to the amount (e.g., 'Harry Potter Studios', 'Birmingham Trip'). Each payment has a small 'X' icon to its right, indicating it can be removed from the basket. At the bottom right, there is a summary section showing 'Dinner Credit: £0.00', 'Club Credit: £0.00', and 'Total To Pay: £84.40'. A 'Make Payment' button is visible below the total. Logos for VISA, Mastercard, and American Express are shown at the bottom right.