

## MELLORS LUNCH INFORMATION

For students to be able to purchase food from the school dining room they must have sufficient funds on their dinner account. Parents may pay money into their child's account in the following way:

1. Send cash in with their child who will then pay it onto their account via the payment machine in school;
2. Send a cheque with their child (made payable to 'Mellors Catering') which is to be placed in the post box in the dining room;
3. Pay money on to their child's account via the SchoolMoney System by following the instructions attached, please note there is a 9.30am cut off for adding money to a student's account. Money received before this time will be credited the same day, any funds received after 9.30am will be credited the following day.

Parents are not able to see their child's balance, nor will they be able to see what their child has purchased.

For your information, main meals start at £1.90, breakfast and break time items range from toast at 30p to a bacon barmcake at £1.15. Cookies, flapjacks and cakes range from 52p – 75p, fresh fruit is available from 35p , yoghurts at 65p each and drinks range from 50p – 90p.

The catering staff provide meals on a 3-week menu schedule, and a sample of these menus is attached for your information. There are no prices on these as students are able to build-up their meal from the choices on offer.

A student's account enables them to spend up to £6 per day, unless prior written consent is received from a parent and discussed with a member of staff, therefore, we kindly ask that you instruct your child to spend only what you wish them to spend.

Should you have any queries, or are unable to make payment on your child's SchoolMoney account, please don't hesitate to contact the school.

## Logging into SchoolMoney (updated September 2018)

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](https://www.eduspot.co.uk). Please do not go through a search engine (google for example) as payment cannot be taken accessing the site this way.

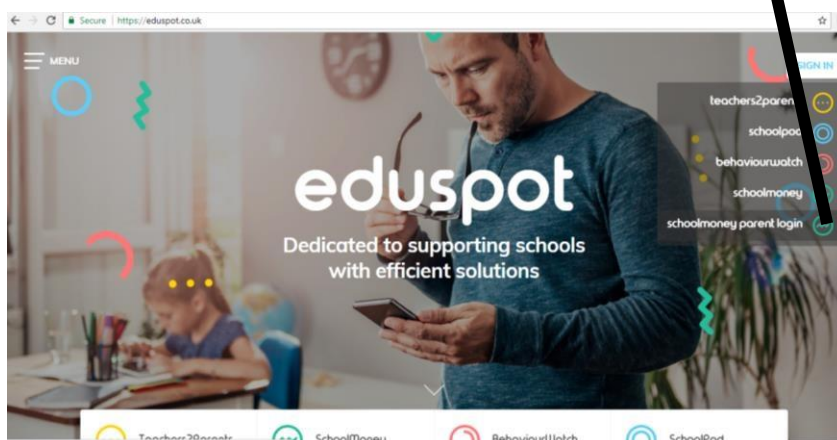
This will take you to our website entitled 'Eduspot' and will look like the screenshot below



Please click on the top right corner of the page on '**SIGN IN**'.

It will dropdown various options.

Please click on 'SchoolMoney – Parent Login' as shown below



The screen flow should then continue, requesting your mobile number, child's name and email address.

If you have any queries, please do not hesitate to contact us.