



SchoolMoney

Alwyn Infant School Parent User Guide

Dear Parents,

Welcome to **SchoolMoney**; an easy, safe and secure way to pay for your child's trips and before/after school clubs 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 the school can gain the most out of the system.

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, 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 (no spaces), 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.**



SchoolMoney
Payments Made Easy

Please confirm your Child's name

Your Child's First Name:

- Type in the name and select 'confirm,' this will log you into the payments screen.

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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. School Shop

Name	Description	Instalment	Due	Due Date	Select
Jacob	Dinner Arrears	Arrears	£14.70		<input type="checkbox"/>
Jacob	Farm	1 of 1	£10.00	21 Jul 2015	<input type="checkbox"/>
Lauren	Farm	1 of 1	£10.00	21 Jul 2015	<input type="checkbox"/>
Lauren	Barbados	1 of 1	£5.00	24 Jul 2015	<input type="checkbox"/>
Lauren	London Zoo	2 of 2	£5.00	31 Jul 2015	<input type="checkbox"/>

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

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

Total: £0.00
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.

2. Making a Payment



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

The screenshot shows the SchoolMoney interface for 'SchoolMoney Demo School 03'. It features two main sections: 'Payments Due' and 'School Shop'. The 'Payments Due' section contains a table with columns for Name, Description, Instalment, Due, Due Date, and Select. The 'School Shop' section contains a table with columns for Description, Price, and Sel. At the bottom, there is a 'Total: £0.00' and a 'Make Payment' button. A note at the bottom states: 'The green boxes above allow you to pay for items partially. Click into a green box above to adjust the amount.'

Name	Description	Instalment	Due	Due Date	Select
Jacob	Dinner Arrears	Arrears	£14.70		<input type="checkbox"/>
Jacob	Farm	1 of 1	£10.00	21 Jul 2015	<input type="checkbox"/>
Lauren	Farm	1 of 1	£10.00	21 Jul 2015	<input type="checkbox"/>
Lauren	Barbados	1 of 1	£5.00	24 Jul 2015	<input type="checkbox"/>
Lauren	London Zoo	2 of 2	£5.00	31 Jul 2015	<input type="checkbox"/>

Description	Price	Sel
Jacob - Dinner Top Up	£10.50	<input type="checkbox"/>
Lauren - Dinner Top Up	£10.50	<input type="checkbox"/>
Jacob - Club Top Up	£10.50	<input type="checkbox"/>
Lauren - Club Top Up	£10.50	<input type="checkbox"/>
Jacob - Beanie hat	£3.00	<input type="checkbox"/>
Jacob - Book Bag	£3.50	<input type="checkbox"/>
Jacob - Book Bag KS2	£4.00	<input type="checkbox"/>
Jacob - Cap	£4.00	<input type="checkbox"/>
Jacob - Cardigan	£10.00	<input type="checkbox"/>
Jacob - Flashies	£0.50	<input type="checkbox"/>
Jacob - Fountain Pens	£4.00	<input type="checkbox"/>
Jacob - Green Mousepad	£2.00	<input type="checkbox"/>
Jacob - Hat	£5.00	<input type="checkbox"/>
Jacob - Hoodie	£15.00	<input type="checkbox"/>
Jacob - Jumper	£10.00	<input type="checkbox"/>
Jacob - Max Card	£3.00	<input type="checkbox"/>
Jacob - P.E bag	£4.00	<input type="checkbox"/>
Jacob - PE pumps	£2.99	<input type="checkbox"/>
Jacob - Photo	£3.50	<input type="checkbox"/>
Jacob - Polo Shirt	£150.00	<input type="checkbox"/>
Jacob - Polo Shirt 36"	£7.85	<input type="checkbox"/>
Jacob - Rubber	£1.00	<input type="checkbox"/>
Jacob - Rucksack	£10.00	<input type="checkbox"/>
Jacob - Ruler	£0.50	<input type="checkbox"/>

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

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

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

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.

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 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		<input type="checkbox"/>
Jacob	Farm	1 of 1	£10.00	21 Jul 2015	<input checked="" type="checkbox"/>
Lauren	Farm	1 of 1	£10.00	21 Jul 2015	<input type="checkbox"/>
Lauren	Barbados	1 of 1	£5.00	24 Jul 2015	<input checked="" type="checkbox"/>
Lauren	London Zoo	2 of 2	£5.00	31 Jul 2015	<input checked="" type="checkbox"/>

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

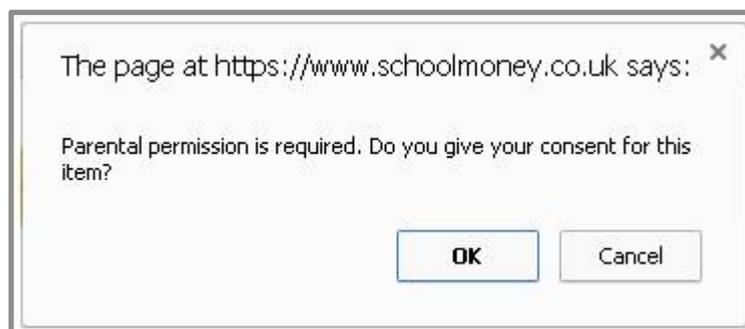
Total: £20.00 **Make Payment**
Credit Used: £0.00

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.
- Orange: this means you can pay as much towards this payment as you would like and this is all you will pay.

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.**



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

► Pay using **credit or debit card**

We accept    

1 About the Cardholder Name <input type="text"/>	2 About the Card Card Number <input type="text"/> Security Number <input type="text"/> Expiry Date MM <input type="text"/> YY <input type="text"/>	3 Confirm You are about to pay: £30.00 from your credit or debit card: <input type="button" value="Pay Now"/>
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Your payment is protected by:  

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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.



Do I have to pay online?

Your school office may still allow you to make payments in school with cash or cheques, Please check with your school.

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.