

# SchoolMoney

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Parent  
User Guide  
Desktop

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# 1. Logging into SchoolMoney

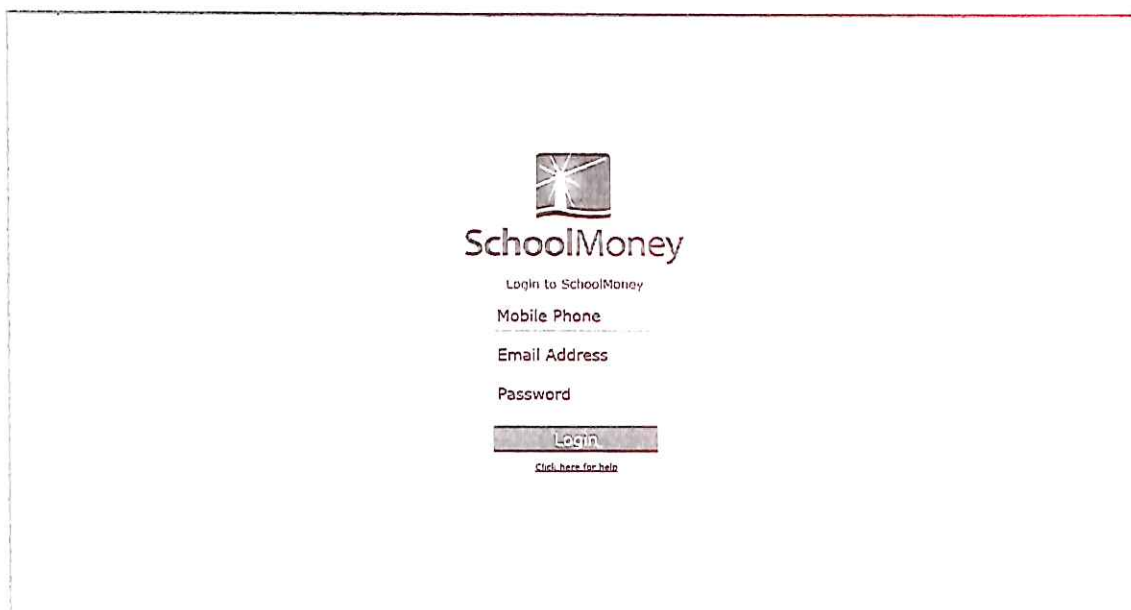
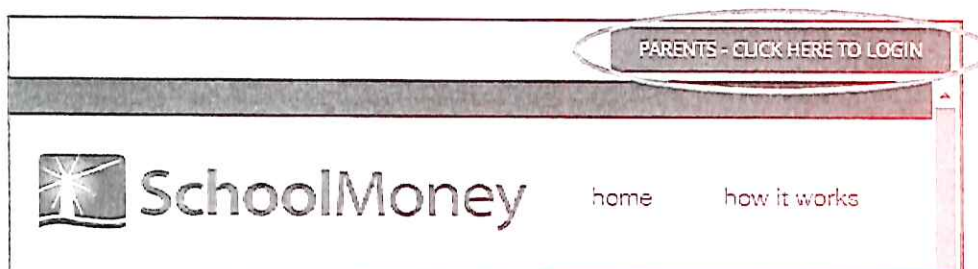


To log into your SchoolMoney account, you will first need to open a webpage on your device and enter the following address:

**www.schoolmoney.co.uk**

This will take you to our website.

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:** 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.



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

Please 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.

SchoolMoney  
Please confirm your Child's name  
Child's First Name  
Confirm Cancel  
Login  
[Click here for help](#)

Select 'Confirm' and you will be logged into your SchoolMoney account.

Derek's Dev School SchoolMoney [Help](#) [Logout](#)

Category	Amount	Date	Other	Amount
School Trip	£1293.00		Other Residential	£105.00
School Funds	£126.00		Uniforms	£350.00
Swimming	£175.00		Music	£204.49
Halls	£20.00			
School Fees	£20.00			
Clubs				
Typical Trip abroad		£10.00 Fri 03 Mar 2017		
After School Club		£1.00 Mon 27 Mar 2017		
Break Club		£4.00 Thu 06 Apr 2017		
David				
Unpaid Dinner Money		£3.00		
Typical Trip abroad		£10.00 Fri 03 Mar 2017		
GameMoney		£10.00 Fri 16 Nov 2016		
Mobile Swimming		£1.00 Fri 23 Sep 2016		
Mobile Swimming		£1.00 Fri 16 Sep 2016		
Trip 1		£10.00 Tue 30 Aug 2016		
Trip to the West		£10.00 Thu 11 Aug 2016		
Cheque Uniform		£10.00 Wed 13 Jul 2016		
		Dinner Credit:	£0.00	Total To Pay: £0.00
		Club Credit:	£0.00	<a href="#">Make Payment</a>

VISA

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.

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.

The screenshot shows the SchoolMoney interface for Derek's Dev School. The main list of payments is as follows:

Item	Amount	Date	Action
Meal Plan Money	£3.07		X
Typical Trip abroad	£10.00	Fri 02 Mar 2017	+
SameMoney	£10.00	Fri 18 Nov 2016	+
Mobile Swimming	£1.00	Fri 23 Sep 2016	+
Mobile Swimming	£1.00	Fri 16 Sep 2016	X
Trip 1	£10.00	Tue 30 Aug 2016	+
Trip to the West	£10.00	Thu 11 Aug 2016	+
Cheque Uniform	£10.00	Wed 13 Jul 2016	+
Cheque Uniform	£10.00	Wed 06 Jul 2016	+
Hollywood Stars Celebrates: WH	£3.33	Wed 06 Jul 2016	+
Milk Permission	£1.00	Mon 27 Jun 2016	+
Cheque Uniform	£10.00	Wed 22 Jun 2016	+
Trip to Scotland	£10.00	Tue 20 Oct 2014	+
Trip to Scotland	£10.00	Wed 22 Oct 2014	+

Summary section on the right:

- Dinner Credit: £0.00
- Club Credit: £0.00
- Total To Pay: £4.87
- Buttons: Make Payment, VISA, M/C, A/P

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

The close-up shows two payment entries:

- £10.00 Wed 06 Jul 2016 (highlighted in green)
- £3.33 Wed 06 Jul 2016 (highlighted in orange)

- 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.

x

dev.behaviourwatch.co.uk says:

Parental permission is required. Do you give your consent for this item?

Prevent this page from creating additional dialogs.

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.**

Pay using credit or debit card

We accept

1 About the Cardholder      2 About the Card      3 Confirm

Name       Card Number       You are about to pay £0.10 from your credit or debit card

Security Number       Expiry Date | MM | YY

Your payment is protected by: **Verified by VISA** **MasterCard**

[learn more](#)      [learn more](#)

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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.

# 4. Clubs



## 4a. Club Top Up

If your school asks you to top up your child's club account then this will be found in the Club section of the options menu.

Category	Amount	Date	Action
School Trips	£1293.00		
School Funds	£136.00		
Swimming	£175.00		
Milk	£30.50		
School Fees	£20.00		
Others	£105.00		
Residential	£350.00		
Uniform	£204.40		
Music	£67.50		
Clubs	£72.00		
Typical Trip abroad	£10.00	Fri 03 Mar 2017	+
After School Club	£1.00	Mon 27 Mar 2017	+
Break Club	£4.00	Thu 04 Apr 2017	+
David			
Unpaid Dinner Money	£3.00		+
Typical Trip abroad	£10.00	Fri 03 Mar 2017	+
SameMoney	£10.00	Fri 10 Nov 2016	+
Mobile Swimming	£1.00	Fri 25 Sep 2016	+
Mobile Swimming	£1.00	Fri 16 Sep 2016	+
Trip 1	£10.00	Tue 30 Aug 2016	+
Trip to the West	£10.00	Thu 11 Aug 2016	+
Cheque Uniform	£10.00	Wed 23 Jul 2016	+

Dinner Credit: £0.00  
Club Credit: £0.00  
Total To Pay: £0.00  
Make Payment

When you click on Clubs it will come up with a screen that shows your child's club balance with the option to top up below.

Child Name	Amount	Date	Action
Claire	£72.00		
Claire - Club Top Up	£5.00		+
After School Club - WCI		Mon 26 Aug 2017	+
David	£14.00		
David - Club Top Up	£5.00		+
After School Club - WCI		Mon 20 Aug 2017	+
Jane	£1.00		
Jane - Club Top Up	£5.00		+
After School Club - WCI		Mon 20 Aug 2017	+
Maxwell	£11.00		
Maxwell - Club Top Up	£5.00		+
After School Club - WCI		Mon 20 Aug 2017	+
Nathaniel	£6.00		
Nathaniel - Club Top Up	£5.00		+
After School Club - WCI		Mon 20 Aug 2017	+

Dinner Credit: £0.00  
Club Credit: £0.00  
Total To Pay: £0.00  
Make Payment

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 the total at the bottom of your screen, as well as your basket.



## 4b. Club Bookings

If your school asks you to pre-book your child's club sessions then this will be found in the Clubs section of the options menu.

Each club that is available to book will appear underneath your child's name and will be listed in date order. They appear on a week by week basis.

Child	Club	Date	Amount	Action
Claire	Claire - Club Top Up		£21.00	
	Claire - Club Top Up		£5.00	-
	After School Club - WC	Mon 26 Aug 2017		+
David	David - Club Top Up		£0.20	
	David - Club Top Up		£5.00	+
	After School Club - WC	Mon 28 Aug 2017		+
Jane	Jane - Club Top Up		£1.00	
	Jane - Club Top Up		£5.00	-
	After School Club - WC	Mon 26 Aug 2017		+
Maxwell	Maxwell - Club Top Up		£11.00	
	Maxwell - Club Top Up		£5.00	+
	After School Club - WC	Mon 28 Aug 2017		+
Rick	Rick - Club Top Up		£9.00	
	Rick - Club Top Up		£5.00	-
	After School Club - WC	Mon 28 Aug 2017		+

**Total To Pay: £0.00**

Dinner Credit: £0.00  
Club Credit: £0.00

[Make Payment](#)

VISA

To book:

- Click on the + sign next to the week you would like to pre-book. This will open the booking and show you the days that are available.

Day	Number of Sessions
Monday	0
Tuesday	0
Wednesday	0
Thursday	0
Friday	0

Total £0.00 [Add To Basket](#)

- Click on the drop down box next to the day you would like to book and choose the session you need.

Day	Number of Sessions	Amount
Monday	2	£2.00
Tuesday	3	£3.00
Wednesday	3	£3.00
Thursday	2	£2.00
Friday	2	£2.00

Total £0.00 [Add To Basket](#)



- Once all sessions have been chosen, click the 'Add to Basket' button in the bottom right hand corner.

Derek's Dev School SchoolMoney Help Logout

Payment	Name	Amount	Action
	Rick - Club Top Up	£9.00	+
	After School Club - WCI Mon 20 Aug 2017	£5.00	+
	Susan	£14.50	+
	Susan - Club Top Up	£5.00	+
	After School Club - WCI Mon 20 Aug 2017	£5.00	+
	Trevor	£4.00	+
	Trevor - Club Top Up	£5.00	+
	After School Club - WCI Mon 20 Aug 2017	£5.00	+
	Jarrett	£2.00	+
	Jarrett - Club Top Up	£5.00	+
	Robert	£5.00	+
	Robert - Club Top Up	£5.00	+
	Jan	£0.00	+
	Jan - Club Top Up	£5.00	+

Pop-up box: After School Club - WCI Mon 20 Aug 2017 £12.00 X

Total To Pay: £12.00

Make Payment

VISA

- A pop up box will appear letting you know that the booking has been saved. The club will highlight in yellow to show that it has been added to your basket.
- Repeat for any other weeks you want to book.