

Dear Parents,

Amblecote Primary School is delighted to announce that from January 2016 we will be able to offer the facility for parents to make payments online for **school trips, music tuition and extra-curricular activities such as art and sports clubs.**

Our new [Schoolmoney.co.uk](http://Schoolmoney.co.uk) facility will allow for both parties to experience a more streamlined, cost-effective and efficient payment collection system in a secure and safe environment.

To ensure that we all experience maximum benefit from this service, we would ask all parents to notify us if you have recently changed your mobile number and/or email address.

Thank you for your cooperation in this matter.

## Parent User Guide

### Logging into SchoolMoney

You will receive a text message from the school inviting you to access a website as an option to make a payment for an activity.

'Dear Parent, You have a new payment of £20.00 due for Music lessons. Please pay on [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk) Using Password \*\*\*\*\*.'

*Text message example*

#### To log in:

- Go to [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk) (this web address will be provided to you in your text). This will bring up the parent log in page.

 Parents Help

Sales - 0845 398 5625 | Email - enquiry@schoolmoney.co.uk



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The easy way for parents to pay for...



School Meals



School Trips



School Uniform



School Clubs

Input your mobile number, 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.

Please confirm your Child's name


Your Child's First Name:

Confirm

Type in your child's first name and select 'confirm,' this will log you into the payments screen.

## Making a Payment

- Once you have logged in to your account, you will then be able to make a payment for school trips, sports clubs, music lessons and art club.



**SchoolMoney**  
**Amblecote Primary School**

[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                   |
|-------|---------------|------------|--------|-------------|--------------------------|
| Kerry | Music lessons | 1 of 1     | £20.00 | 16 Nov 2015 | <input type="checkbox"/> |
| Kerry | Art Club      | 1 of 6     | £3.75  | 08 Jan 2016 | <input type="checkbox"/> |
| Kerry | Art Club      | 2 of 6     | £3.75  | 15 Jan 2016 | <input type="checkbox"/> |
| Kerry | Art Club      | 3 of 6     | £3.75  | 22 Jan 2016 | <input type="checkbox"/> |
| Kerry | Art Club      | 4 of 6     | £3.75  | 29 Jan 2016 | <input type="checkbox"/> |
| Kerry | Art Club      | 5 of 6     | £3.75  | 05 Feb 2016 | <input type="checkbox"/> |
| Kerry | Art Club      | 6 of 6     | £3.75  | 12 Feb 2016 | <input type="checkbox"/> |
| Kerry | Swimming      | 1 of 10    | £2.00  | 18 Apr 2016 | <input type="checkbox"/> |
| Kerry | Swimming      | 2 of 10    | £2.00  | 25 Apr 2016 | <input type="checkbox"/> |
| Kerry | Swimming      | 3 of 10    | £2.00  | 09 May 2016 | <input type="checkbox"/> |
| Kerry | Swimming      | 4 of 10    | £2.00  | 16 May 2016 | <input type="checkbox"/> |
| Kerry | Swimming      | 5 of 10    | £2.00  | 23 May 2016 | <input type="checkbox"/> |
| Kerry | Swimming      | 6 of 10    | £2.00  | 06 Jun 2016 | <input type="checkbox"/> |
| Kerry | Swimming      | 7 of 10    | £2.00  | 13 Jun 2016 | <input type="checkbox"/> |
| Kerry | Swimming      | 8 of 10    | £2.00  | 20 Jun 2016 | <input type="checkbox"/> |
| Kerry | Swimming      | 9 of 10    | £2.00  | 27 Jun 2016 | <input type="checkbox"/> |
| Kerry | Swimming      | 10 of 10   | £2.00  | 04 Jul 2016 | <input type="checkbox"/> |

Swimming: **£20.00 Arrears**    Music: **£20.00 Arrears**

Other: **£22.50 Arrears**

**Total: £0.00**    [Make Payment](#)

Dinner 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.

Any outstanding payments will be shown.



Payments Due

Please tick the items you wish to pay for and then click on Make Payment.

| Name  | Description   | Instalment | Due    | Due Date    | Select                              |
|-------|---------------|------------|--------|-------------|-------------------------------------|
| Kerry | Music lessons | 1 of 1     | £20.00 | 16 Nov 2015 | <input checked="" type="checkbox"/> |
| Kerry | Art Club      | 1 of 6     | £3.75  | 08 Jan 2016 | <input checked="" type="checkbox"/> |
| Kerry | Art Club      | 2 of 6     | £3.75  | 15 Jan 2016 | <input checked="" type="checkbox"/> |
| Kerry | Art Club      | 3 of 6     | £3.75  | 22 Jan 2016 | <input type="checkbox"/>            |
| Kerry | Art Club      | 4 of 6     | £3.75  | 29 Jan 2016 | <input type="checkbox"/>            |
| Kerry | Art Club      | 5 of 6     | £3.75  | 05 Feb 2016 | <input type="checkbox"/>            |
| Kerry | Art Club      | 6 of 6     | £3.75  | 12 Feb 2016 | <input type="checkbox"/>            |
| Kerry | Swimming      | 1 of 10    | £2.00  | 18 Apr 2016 | <input type="checkbox"/>            |
| Kerry | Swimming      | 2 of 10    | £2.00  | 25 Apr 2016 | <input type="checkbox"/>            |
| Kerry | Swimming      | 3 of 10    | £2.00  | 09 May 2016 | <input type="checkbox"/>            |
| Kerry | Swimming      | 4 of 10    | £2.00  | 16 May 2016 | <input type="checkbox"/>            |
| Kerry | Swimming      | 5 of 10    | £2.00  | 23 May 2016 | <input type="checkbox"/>            |
| Kerry | Swimming      | 6 of 10    | £2.00  | 06 Jun 2016 | <input type="checkbox"/>            |
| Kerry | Swimming      | 7 of 10    | £2.00  | 13 Jun 2016 | <input type="checkbox"/>            |
| Kerry | Swimming      | 8 of 10    | £2.00  | 20 Jun 2016 | <input type="checkbox"/>            |
| Kerry | Swimming      | 9 of 10    | £2.00  | 27 Jun 2016 | <input type="checkbox"/>            |
| Kerry | Swimming      | 10 of 10   | £2.00  | 04 Jul 2016 | <input type="checkbox"/>            |

Total: £27.50 [Make Payment](#)  
Credit Used: £0.00

Swimming: £20.00 Arrears Music: £20.00 Arrears  
Other: £22.50 Arrears



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

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 instalment. This will add it to the total at the bottom. If payments are highlighted in green, click into the green box and over type the amount you wish to pay. 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.
- Click on 'make payment' in the bottom right hand corner when you are ready.

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.**



► Pay using credit or debit card

We accept:

**1 About the Cardholder**

Name

**2 About the Card**

Card Number

Security Number

Expiry Date MM  YY

**3 Confirm**

You are about to pay £2.50 from your credit or debit card:

[Pay Now](#)

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.

## History

You will be able to see the 'history' tab on the top right hand side of the screen. This tab gives you an overview of your child's history on the **SchoolMoney** system.

When you first click on 'history,' you will be sent to the 'transaction history.' This gives you a breakdown of any payments you have made to the school, whether that be by debit/credit card or by cash/cheque within the school.

# FAQ

## **Do I have to pay online?**

You can still make payments in school with cash or cheques.

## **Can I pay for breakfast club, after school club and school dinners?**

Not at present but this may be added at a later date.

## **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

## **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 ([info@amblecote.dudley.sch.uk](mailto:info@amblecote.dudley.sch.uk)) 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.