

SchoolMoney - New Booking System Dinner Guide

This guide will steer you through ordering your child/rens school lunches when the system goes live from 20th January 2020.

SchoolMoney is accessed through:

<https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney&source=website&version=20190314>

If you have not recently accessed SchoolMoney, please contact the School Office and a text will be sent with your SchoolMoney password reset link. Please change your password memorable information personal to yourselves, in order to ease access to your child/rens accounts.

Booking Dinners

The Dinners Section will be showing on the left-hand side of the screen.

Any school dinner monies that are in arrears will show first. To pay for these items select the + sign, this will add to your basket allowing you to proceed to payment.

Please note: if your child is eligible for free school meals or universal free school meals (year R, 1 and 2), you can still book as detailed below and you will **not be** charged.

Please note that you can book and pay for your child's meal up until midnight the day before. You will not be able to select a meal on the same day.

Under the Dinners Options Menu, it will allow you to select the week and the dinners you wish to order.

The screenshot shows the SchoolMoney website interface. At the top, it says 'Support Academy' and 'schoolmoney'. There are links for 'Change Password', 'Help', and 'Logout'. The main content area is divided into a left-hand navigation menu and a main content area. The navigation menu includes: Payments, Dinners, Clubs, School Shop, Parental Consent, History, and an important notice regarding Online Payment Security. The main content area shows a list of dinner bookings for three children: Jake (balance £60.30), Lauren (balance £2.40), and another child. Each booking is for 'School Lunches W/C' on a specific date in September 2019, and each has a '+' sign next to it. On the right side of the main content area, there is a large shopping cart icon. At the bottom right, there is a summary of the current balance: 'Dinner Credit: £0.00', 'Club Credit: £0.00', and 'Total To Pay: £0.00'. There is a 'Make Payment' button and logos for VISA, Mastercard, and American Express.

Child Name	Balance
Jake	£60.30
Lauren	£2.40

Child Name	Item	Action
Jake	School Lunches W/C: Mon 09 Sep 2019	+
Jake	School Lunches W/C: Mon 16 Sep 2019	+
Jake	School Lunches W/C: Mon 23 Sep 2019	+
Jake	School Lunches W/C: Mon 30 Sep 2019	+
Lauren	School Lunches W/C: Mon 09 Sep 2019	+
Lauren	School Lunches W/C: Mon 16 Sep 2019	+
Lauren	School Lunches W/C: Mon 23 Sep 2019	+
Lauren	School Lunches W/C: Mon 30 Sep 2019	+

Select the week you wish to order and follow the procedures outlined below:

School Lunches W/C: Mon 05 Mar 2018	
Monday	No Dinner Chosen
Tuesday	No Dinner Chosen £2.20 - Chicken Korma & Rice £2.00 - Vegetable & Chickpea Korma with Rice £2.20 - Jacket Potato with Baked Beans £0.00 - Packed Lunch
Wednesday	
Thursday	
Friday	No Dinner Chosen

Total £0.00 [Update Booking](#)

- Select the drop down box next to the day you want to book for and choose one of the options available
- Once all meals have been chosen, click the 'Update Booking' button in the bottom right hand corner
- You can repeat for any other weeks you want to book.

Once you have completed your choices, please continue to the basket and pay for your ordered dinners. Meals must be booked and paid for in advance – you will not be able to select a meal choice on the same day.

The system also enables you to see your historic orders and payments made. To view these please click the history button and you will be able to see the inventory of this.

Transaction History	Club History	Dinner History	Meal Selections
Lauren			
Dinner Date		Fri 23 Aug 2019	
Meals Selected		Roast Turkey & Veg (£2.20)	
Total Cost		£2.20	
Dinner Date		Thu 22 Aug 2019	
Meals Selected		Chicken Dippers with Potato We (£2.20)	
Total Cost		£2.20	
Dinner Date		Wed 21 Aug 2019	
Meals Selected		Jacket Potato with Tuna & Sweeney (£2.20)	
Total Cost		£2.20	
Dinner Date		Tue 20 Aug 2019	
Meals Selected		Packed Lunch (£0.00)	
Total Cost		£0.00	
Dinner Date		Mon 19 Aug 2019	
Meals Selected		Roast Turkey & Veg (£2.20)	
Total Cost		£2.20	
Dinner Date		Mon 27 May 2019	
Meals Selected		Holiday	
Total Cost		-	
Dinner Date		Mon 20 May 2019	
Meals Selected		Chicken Dippers with Potato We (£2.20)	
Total Cost		£2.20	
Dinner Date		Wed 15 May 2019	

Dinner Credit: £0.00
Club Credit: £0.00
Total To Pay: £0.00
[Make Payment](#)

We hope that you find having all pupil systems under one umbrella much more user friendly.