



Longton Lane Primary School

'Believe and Achieve'

4th September 2020

Dear Parents,

I am delighted to announce that school has signed up to "SchoolMoney" an online payment system that will allow parents to pay for school expenses, such as dinners, milk, clubs and trips etc, online and benefit both school and parents in many ways.

Firstly it provides a secure, transparent and user friendly system that you can access to make payments and check your "account" at any time from the comfort of your own home. The system takes away the worry of sending cash into school with children and the inconvenience of dropping it off in envelopes yourself. You will be able to see payment requests from school as well as payments you have made online and, with receipts being issued for every payment made, you will know exactly where you are up to with all school expenses.

Secondly, it will enable school to administer a more streamlined, cost-effective and efficient payment system in a secure and safe cash free environment.

Whilst it may take a bit of getting used to (for parents and staff!) I am confident that the SchoolMoney system will be a great success and we will do all we can to help you get set up and using School Money asap.

School will set you up on the system and, as long as you have provided us with up to date contact details, you will receive a password within the next few days. This password will give you access to your SchoolMoney account where you can pay for any items we have requested from you. To start with this will just be dinner and milk money but in time trips and clubs will all be paid using the online facility with the aim of school becoming a cashless site in 2021.

During a transition period we will still accept cash/cheque payments via the office but if you would like to wait until the system is live to make your dinner payments we are happy to wait and receive the payments in a week or so once you are all set up. When you receive your password you will need to visit the website www.eduspot.co.uk and click on the sign in button in the top right hand corner. In the drop down, select the **SchoolMoney Parent Login** option and this will send you through to a page where you need to enter your mobile number, email address, the password we have sent to you, and your child's first name. If for any reason you are struggling to log in it may be because we have incorrect contact details on file so please let us know if either your mobile number or email address has changed.

So, keep an eye out for your School Money password next week and, once you have logged in, you will be able to see any dinner and/or milk money payments that are due. If you have a payment still owed from last term it will be showing on your new account and, if it helps you to get organised, you can also make payment in advance for dinners on a payment basis that suits you ☺.

Thank you in advance for your cooperation in introducing the new system which I know will be of benefit to us all.

Yours sincerely,

School Business Manager.

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