



Beeston Primary School

Town Street, Leeds, LS11 8PN

“Engage, Enjoy, Enrich, Excel”



Monday 30th January 2023

Beeston Primary School: Cashless payments

Dear Parents/Carers,

From Monday 20th February 2023, Beeston Primary School will no longer be accepting cash or cheques into school.
All payments will be online only.

I am delighted to inform you that Beeston Primary School are extending the use of our current online payment system [SchoolMoney](#). Many of our parents/carers already use [SchoolMoney](#) for school meal payments. Payments can be made, using a debit or credit card, in the comfort of your own home at a convenient time that fits in around your routine. We are now extending our use of the [SchoolMoney](#) system so that all of our parents/carers can benefit from this. All parents/carers will have the facility to make online payments for school expenses, such as trips, school meals and breakfast club payments amongst other things.

I am sure you will agree that it is often a burden finding the correct change for payments in what is becoming an ever increasingly online society. Combined with the added administrative time involved in collecting and processing payments, the ease of being able to accept all school payments online will not only benefit you as a parent/carer but will also benefit us as a school. You will be able to make payments and access your account at any time for reference purposes, putting you in control. [SchoolMoney](#) will enable us all to experience a more streamlined, cost-effective and efficient system in a secure and safe environment.

Parents/Carers will not need to sign up to this system, as this will be done automatically by the school. As long as you have provided us with valid up to date contact details, we will send you a password by Friday 3rd February 2023. This password will give you access to log in to your [SchoolMoney](#) account where you can pay for any items necessary.

If for any reason you are struggling to log in, it may be because you have not provided us with the correct contact details. Please let us know immediately if either your mobile number or email address changes.

[SchoolMoney](#) login instructions:

- To log into [SchoolMoney](#), either click on the URL link that was sent within the welcome message or visit the website www.schoolmoney.co.uk and hover over the Login button in the top right-hand corner.
- In the drop down box that appears, select the [Parent Login](#) option, which will then take you to the parent login page.
- On this page you will need to enter your email address, mobile number, the password school have sent you, and your child's first name (this must be entered exactly as is on school records).
- When you log into [SchoolMoney](#) for the first time, you will be required to reset your automatically generated password. Please ensure that your new chosen password meets the criteria as specified.

Headteacher- Mr. N. Edensor

Tel. No: 0113 2716978

Email: mainoffice@beestonprimary.org

www.beestonprimaryschool.co.uk

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- Once you are happy with your chosen password, click save and you will be able to proceed to your account.
- If at any point you forget your password, please contact the school office and they will send you a password reset message.

SchoolMoney payment instructions:

- Once you have logged in you will be able to start making payments for your child.
- If you have more than one child at the school, their payments will show underneath their names. All pupil names are listed alphabetically.
- Any dinner arrears that your child has accumulated will appear first, followed by other payments that the school has set up for you.
- To pay for an item, select the + sign next to the payment which will add this to your basket. Please note: the payment will turn yellow to show that it has been selected.
- Once you have selected all the payments that you would like to purchase, you will find them listed on the right-hand side of the screen.
- Click on the 'Make Payment' button when you are ready to check out.
- Cardholder name/Card number/Expiry details and CVV of the payment card being used must be filled in on the next page. This must be completed every time you want to make a payment due to security on the system.
- A confirmation pop-up will appear when 'Pay Now' has been selected. This shows that payment has been processed and you will then shortly after receive an email receipt.

To help with the logging in and making payments, we have also attached [SchoolMoney](#) FAQs to this letter with common troubleshooting guidance tips. If there are any questions, please do not hesitate to contact the school office who will assist where possible.

We appreciate your cooperation in the early stages of rolling this system out to you.

Kind regards,

Mr N. Edensor

Headteacher

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SchoolMoney FAQs

I cannot log in to my account

If you are receiving the invalid Login Details error when trying to log into **SchoolMoney** we would advise you to take the following steps:

- Check that the mobile number/email address the school has on record for you matches the details you are entering
- Ask the school to send you a reset Password link. You will then be able to change your password to something more memorable
- Make sure you are entering your child's first name only
- Try logging in with a different device
- Login with a wifi connection and not 4G
- Make sure you are not autocompleting the details. Type each section in from scratch
- Clear your history/cache on the device you are using
- Make sure that you are not keeping the website open in the background of your device. Close it completely before trying to login again.

I have forgotten my password

A 'Password Reset' message can be sent to you via text message or email with a special URL that will take you to a website where you can set a new password. If you need to reset your password you will need to contact your school and ask them to send you this message.

Can I change my password?

When you first log in to **SchoolMoney** you will be sent a system-generated password. Once you have logged in you are able to change your password. If you forget your password or what to reset it before you have logged in for the first time, you can ask the school to send you a password reset link.

What happens if I change my mobile number or email address?

If you change any of your contact details, you need to let the school know as soon as possible. If they do not have the correct contact details for your child then you may not be able to access your **SchoolMoney** account and you won't receive message updates from the school.

Does SchoolMoney store my card details when I make a payment?

SchoolMoney never stores card details, making the process of paying for your child's school items highly secure. Each time you start the payment process you will need to input your card details.

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