



# Milton St John's C E Primary School

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13 December 2019

Dear Parents

## Introduction of Cashless System – January 2020

As advised in our newsletter over the last couple of weeks, we are delighted to inform you that we have signed up to the online payment system called 'Schoolmoney'. This means that you will have the facility to make all payments for school expenses, such as school trips and dinner money with your debit or credit card online.

This new payment system will benefit both us as a school, and you as a parent. You will be able to pay for items from the comfort of your own home and also be able to access your account at any time to see if there is anything you need to pay for. 'Schoolmoney' will also enable the school to experience a more streamlined, cost-effective and efficient payment system in a secure and safe environment.

We are introducing this system when we return from the Christmas holidays and therefore **cash will not be accepted in school in the new term.**

We will send a text and an email with information on how to register with 'Schoolmoney' to the 'priority one contact' on our school texting system. It is planned for this information to be sent to you during the afternoon of Inset Day – Monday 6 January 2020.

If you have siblings in school you will receive a text/email for all children but please note you only need to register with 'Schoolmoney' for the eldest child in school because when you access your account you will be able to see a record for all siblings using the one login/registration.

Once you have accessed your account you will be able to change your password to something more memorable.

As a brief outline, in order to register with 'Schoolmoney', when you receive your password on 6 January 2020 you will need to:-

1. visit the website at [www.eduspot.co.uk](http://www.eduspot.co.uk)
2. click on the "sign in" button in the top right hand corner of the screen
3. on the drop down box select the "Schoolmoney parent login" option
4. this will provide a screen where you will be asked to enter your:
  - mobile number
  - email address
  - the 'Schoolmoney' password (*which we will send to you via text/email on 6 January 2020*)
  - your child's first name (*if you have more than one child in school then please enter the first name of your eldest child in school*)

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When the system goes live in January, if for any reason you do struggle to log in, it may be because we do not have your correct contact details, **so please let us know immediately if either your mobile or email address has changed.**

We really appreciate your cooperation in the early stages when we roll this system out to you and as we implement this system if any parent needs assistance the school office staff will be more than happy to answer any queries and provide support and assistance.

Yours sincerely



Lisa Gallaher  
Headteacher