 **SchoolMoney Digital Booking Guide for Parents** 

FACE & Breakfast Club use SchoolMoney from EduSpot for booking sessions and billing for sessions used. This is the same system that you are probably using for paying for school trips, lunches etc.

This guide has been produced to help parents with the digital booking system but if you have any further questions please email Sarah Roderick sroderick@farndon.cheshire.sch.uk. Helpful guides are also available via SchoolMoney.

How to Book

Bookings can be made via smart phones or desk/lap tops using the existing SchoolMoney software. This is via the SchoolMoney Clubs tab. **Only children registered with FACE / Breakfast Club have** **access to book sessions** and we do require a few days to set them up on the system.

Bookings for FACE & Breakfast Club & different children are made separately.

Bookings are broken down in to weeks so please click on the FACE or Breakfast Club week required, then click on the day required. There is a drop down menu available by the day – please only select an item with *‘parent’* written at the end (not ‘*school’*). Click on *‘1 (£0.00 booking only – parent)*’.

Bookings will **not** be charged for at the time of booking if the correct drop down is used (unless special circumstances exist e.g. a record of poor payment).

You do not need to specify the duration of stay at FACE or if you want a breakfast as this will be calculated after the session by school staff.

Holidays & inset days should not be available for booking. If the club is fully booked on any day then booking is not possible, please contact Sarah Roderick if this happens.

Half a term of weeks will be made available to parents before the previous half term ends to enable parents to book for the entire half term in a single visit.

Booking can be made, or cancelled, any time up until 9am on the Friday before (for example Week beginning Mon 19th March will have booking available until 9 am on Friday 16th March). This allows staff to produce registers for the week and arrange appropriate staffing for sessions.

Charging & Billing

Billing is calculated by school staff after the week has finished to allow for accurate charging for example if breakfast was taken / how long your child was there.

Payment for each week / club used is requested via a SchoolMoney text &/or email message.

Payment is by debit or credit cards via SchoolMoney & digital Child Care Vouchers.

If a child does not attend the booked session then a charge equalling the smallest amount for that session will be made, £5.25 for FACE & £5.00 for Breakfast Club.

If a child is ill and has therefore not attended school or left school early, then no charge will be made (if the illness extends to more than one day please contact the school office or sroderick@farndon.cheshire.sch.uk so that bookings can be altered and space made available for another child).

Emergency Bookings

It is possible to request an emergency booking in the actual week by calling the school office and talking to a member of staff or if you can give 30 hours notice then email Sarah Roderick. This is for extreme circumstances and use will be monitored. An explanation of the need will be asked for and the request may be refused. Such bookings will be charged at a premium rate (presently £13.00 per FACE session regardless of time attended & £8.00 per Breakfast Club session).This will be charged if an emergency booking is made regardless of whether the child attends or it is cancelled.

Farndon School aims to offer an inclusive out of school service that is available to all parents regardless of their particular circumstances. If any parent feels they have a special need, or requirement, that they require help with to allow them to access the digital booking system please do let the school know so that we can try and make provision for this.

**Some common ‘Questions & Answers’ from SchoolMoney**

*How do I log onto my account?*

● To log into your account with SchoolMoney you will need your mobile number, email address and the password your school should have sent to you

● Go to [www.eduspot.co.uk](http://www.eduspot.co.uk)

● Click on the parent link in the top right hand corner of the screen

 ● This will send you to our login page. Fill out the details and select GO

*My school has asked that I pre-book club sessions, how do I do this?*

Log in as normal and then select the Clubs section in the options menu on the left. Here you will find all of the weeks the school has set up for you. Select the week you want to book and choose your options. **Once you have selected your clubs click ‘Reserve Now.’** Repeat on any other weeks.

*How can I see what I have paid previously for my child or what clubs I have booked?*

On your account there is a History option. This will show you your transaction history payments you have made as well as any dinners and club sessions taken. Club history will show what clubs you have booked or your child has attended.