



RIVERSIDE ACADEMY  
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### Online Payment Portal - School Money

Our school money (eduspot) allows for a more efficient payment collection system in a secure and safe environment. Please find the website at [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk) or phone the school office who will happily send you a 'welcome message'. It is essential that your contact details remain up to date.

We have set it up so that parents receive a password contained within a text message and email. This can be amended to a personal password after initial set up. Please read the instructions for using online payments as detailed below and feel free to contact us if you require further assistance. There will also be a copy of the parent user guide available on the website.

### Logging in and making a payment

1. The school will send you an email or a text message to start the process. It will have all the information that you need to log on and pay the school.
2. Once you receive the text message from school go to [www.schoolmoney.co.uk](http://www.schoolmoney.co.uk) (eduspot). This will bring up a 'Parent Log In' page.
3. Simply type your mobile number, email address and password (from your text message sent by school) to log in. If you have problems logging in at all, it may be because the mobile number or email address do not match the ones school has. Call the school to double check this.
4. Once you press log in it should take you to a page that asks for your child's first name. For example, 'Rebecca'. Enter your child's name and press confirm. The payment screen should appear.
5. On the left-hand side under 'Payments Due' you will see any payments that the school has set up for you, how much is needed to pay and when it needs to be paid.
6. Select the tick box next to the payment you would like to pay for, and it will be added to the total at the bottom.
7. If the payment box is green you can type how much you would like to pay towards the total cost. The remaining money will be there for you to continue paying when you log back in,
8. Once you have everything added to the total that you need select the make payment button.
9. This will take you to a screen where you can input your card details. You will have to do this every time that you want to make a payment due to the security system.
10. A box will pop up letting you know that your payment has been processed and an email receipt will be issued shortly.

## **Looking at your payment history**

You will be able to see the 'History' tab on the top right-hand side of the screen. This tab gives you an overview of your child's history on the School Money system.

1. Select 'History' and it will take you into the transaction history. This will give you a view of everything that has been paid by you to the school. Both online transactions and cash payments made in school will show up here so you can always keep track of what has been paid.
2. Once you have finished looking into your history you can select the drop-down box on the top left. This will bring up a couple of other options.
3. Scroll down and select 'Dinners Eaten'. This will bring up a register of your child's dinners so that you can see clearly whether your child has been taking paid meals and how much this has cost. There is a colour key at the bottom to distinguish the code.
4. The final option is 'Dinner Bookings'. If you have booked any dinners in advance, they will show up here.

**If you come across any problems with logging on or you would like to query anything showing in your system, please contact the school office directly. If needed, school will contact school money on your behalf.**