



The Dove Federation

Executive Headteacher: Mrs Sarah Disney



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Dear Parents/Carers

We are delighted to inform you that we have recently signed up to the online payment system **SchoolMoney**. This means that you will now have the facility to make payments for school expenses, such as trips and book and pay for school dinners and breakfast club online with your debit or credit card as well as completing online permissions. **As from 6th January, we will no longer be accepting cash or cheques and all items must be paid for online.**

This new payment system will benefit both us as a school and you as a parent. Not only will you be able to pay for items from the comfort of your own home but you will also be able to access your account at any time to see if there is anything you need to pay for. **SchoolMoney** will enable us to experience a more streamlined, cost-effective and efficient payment system in a secure and safe environment.

You won't need to sign up to this system as this is done automatically through the school and as long as you have provided us with up to date contact details we will send you a password before the children return to school in January. This password will give you access to your **SchoolMoney** account where you can pay for any items we have requested from you.

To log into **SchoolMoney**, 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.

A couple of things to note:

- Breakfast club – If you need to book a last minute place for breakfast club this can be done via SchoolMoney up to midnight the day before. Please do not send your child to breakfast club if you have been unable to book and pay for it online.
- School dinners – Must be booked via SchoolMoney a week in advance no later than the Friday at 9am, after this the ability to book will be closed and will re-open at 9am on a Monday for the following week. If your child requires a school dinner for a day that you have not booked for, only a hot dinner or a school packed lunch will be available. Please do not send in any cash. The office will add this to your SchoolMoney account and you will be sent a reminder message that this needs to be paid for.

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.

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

Kind regards

Sarah Disney
Executive Headteacher

“God has given each of you a gift from his great variety of spiritual gifts. Use them well to serve one another.”