

Instructions how to log into SchoolMoney Payment of music lessons, school uniform and school trips / visits.



Lowe's Wong Junior School are a 'cash-free' school. We therefore encourage payment for all trips, visits, music lessons and uniform items from our school shop to be made via your child's account with SchoolMoney.

It is essential we are aware of your correct email and mobile phone number to ensure this is an easy, effective system for our parents/carers to use. May you please advise the school office as soon as possible if your contact information changes.

Instructions:

1. Go to www.EduSpot.co.uk
2. Click on the blue **SIGN IN** box on the top right hand side.
3. Select the last option titled, **SchoolMoney Parent Login** (not the SchoolMoney School Login!)
4. Once you are on the Parental Login page, you will need to enter:
 - Your 'contact number 1' email address
 - Your 'contact number 1' mobile phone number
 - Your child's preferred first name only
 - Please use the password that was included in the text / email from school when advising the payment was available. You may be asked to reset your password at this time for security purposes.

Payment Instalments:

You can pay for school trips and music either in full or in instalments. Once the item is in your basket, you may select the amount due and over-write with the amount you wish to pay for each instalment. You can choose to make a contribution at any time and for any amount. We simply, politely request all balances are cleared by the due date.

Uniform Shop:

You will see the 'Shop' section on the front page of your SchoolMoney account. Select the item/s you wish to purchase and pay as normal.

Uniform is held in school and should be delivered direct to your child's classroom between 1 and 3 working days.

If you have any questions or need assistance, please contact Victoria Baxter in the school office on 01636 813432 or via email on vbaxter@wj.org.uk