



12 Courtenay Hill, Newry, Co Down, BT34 2EA

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26 August 2020

Dear Parents

As previously advised the school has decided to move to a 'cashless payment system' in school. This will mean that we will **no longer be able to accept cash for any payments in school** including dinner money, clubs (when they resume), trips or music sessions. We have now signed up to the online payment system **SchoolMoney**. This means that you will now have the facility to make payments for all school expenses online with your debit or credit card, via the School Money app or at any local 'Paypoint' venue.

School dinners **must now be booked and paid for in advance of the day** to allow our canteen staff to have correct numbers. Free School Meals must also be booked. This can be done for a number of weeks in advance if you wish.

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 within the next few days. 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](http://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.

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 the school office know immediately if your mobile number has changed.

This system is new to us and to you and there may be a few teething problems as we all get familiar with it. We, therefore, appreciate your co-operation in the early stages of rolling this system out to you.

Yours in Partnership

*Mrs M Monaghan*

**ST CLARE'S ABBEY PRIMARY SCHOOL**