

**From Term 5 (9<sup>th</sup> April 2018), both Samuel White's Infants and Hanham Abbots Juniors will no longer be able to accept cash/cheques as payment towards school dinners, school trips, Early Bird Club, etc.**

## How to Make Payments

### Dinner Money (Hanham Abbots Junior School only):

- Go online to School Money (Eduspot), choose your child's lunches and pay for what you choose. Lunches must be chosen by midnight of the day before and cannot be altered after this time. However you can contact the office in the morning if you want to make a change. Please note we automatically check the absence list against the dinners ordered each day and make any adjustments.
- If your child orders their lunch in class each day, you will receive a text/email advising the outstanding amount at the end of the week. You can come into the office and pay by debit/credit card or follow the link and pay online. Please note we ask for all debts to be cleared by the start of school on Monday.
- You can come into the office with your debit/credit card at any time and we can add a top-up to your account.
- You can telephone the office, 01454 866576 (Hanham Abbots Juniors) and top up over the phone. Occasionally this doesn't work as the system asks for a verification code – when this happens you can just call into the office in person.
- You can request a PayPoint bar code for your child. You can make payments at any outlet with the yellow PayPoint sign, e.g. shops, garages, Post Offices.

### All Other Payments (Samuel White's Infants and Hanham Abbots Junior School):

- Go online to School Money (Eduspot) following the link you have been sent and make a payment. You can also give consent for school trips at the same time, where applicable.
- Ring the office, 01454 866576 (Hanham Abbots Juniors) or 01454 862510 (Samuel White's Infants), or call in and make a payment with your debit/credit card.
- Request a PayPoint bar code for your child. You can make payments at any outlet with the yellow PayPoint sign, e.g. shops, garages, Post Offices.

NB: When you follow the link sent by text or email, please select the sign in button and then the school money parent login option – the last one on the list.