



Head Teacher: Miss S Priestley  
email: head @newtontony.wilts.sch.uk

Newton Tony Primary School CE VC  
Newton Tony  
Wiltshire  
SP4 0HF  
Telephone: 01980 629232  
email: admin @newtontony.wilts.sch.uk  
website: [www.newtontony.wilts.sch.uk](http://www.newtontony.wilts.sch.uk)

### **School Payments**

Dear Parents/Carers,

We use an online payment system called SchoolMoney that allows you to make payments to Newton Tony CE VC Primary online. All parents have to register to make online payments. The benefit of this is that you can receive alerts to advise you that a child's payment is due and you have access to the account at any time.

You will not 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 a few days of starting. 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, please follow the instructions at the end of this letter. School money will allow you to book and pay for Breakfast Club and After School Club, order and pay for school lunches and pay for trips and other events.

Please be aware that we are a cashless school.

If the need arises to pay by automatic transfer/BACS, the account details are:

Sort Code: 30-97-41

Account Number: 63263160

We are registered to accept tax-free childcare vouchers, for payment toward breakfast club and after school club only.

If you have any concerns, please do not hesitate to contact me.

Kind regards,

Mrs Paige

Admin/Finance Officer

Love One Another As I Have Loved You' John 15:12

## Instructions for club bookings using the Eduspot app:

Download the new “Eduspot” app:

[Apple - App Store](#)

[Android - App Store](#)

1. Login to the app (please contact the office if you require a password reset or if you are unsure of your login username)
2. Click on “Children”
3. Click on your child’s name
4. Click on “School Money”
5. Click on the three lines in the top left hand side to display the menu
6. Click on “Clubs”
7. Select the club and week you would like to book.
8. Drop down to view the days in the week.
9. Make your selection of sessions. Please note that session 1 runs from 15:00 – 16:25, session 2 runs from 15:00 – 17:30 and session 3 is a discounted rate for siblings when booking session 2. Please note that the first child must be booked at the standard rate of £9.00 and the sibling at the discounted rate of £8.00.
10. Once you have made your selection of sessions, click on “Reserve” button coloured in green.
11. Continue to add additional weeks if needed using steps 7 – 10.
12. Once all bookings have been selected, click on the basket icon (top right hand corner).
13. The balance will display £0.00. Click on “Pay”.
14. Once the “Payment successful” page is shown, this means that your sessions have been booked. You will receive an email confirmation to confirm that your bookings have been made.
15. To cancel any sessions, you can follow steps 1 – 14 to remove sessions in the same way as booking.

**IMPORTANT:** Bookings will be closed at 9:00am every Friday for the week ahead, unless stated otherwise ahead of school holidays.

To view the bookings that you have made for the weeks ahead, please use the “History” section in the menu (step 5). This will indicate if you have made a booking. It is advisable to check this for the coming weeks.

