



Cummersdale School
Cummersdale
Carlisle
CA2 6BD

July 2024

Dear Parent/Carer

Re: SchoolMoney Booking/Payment System

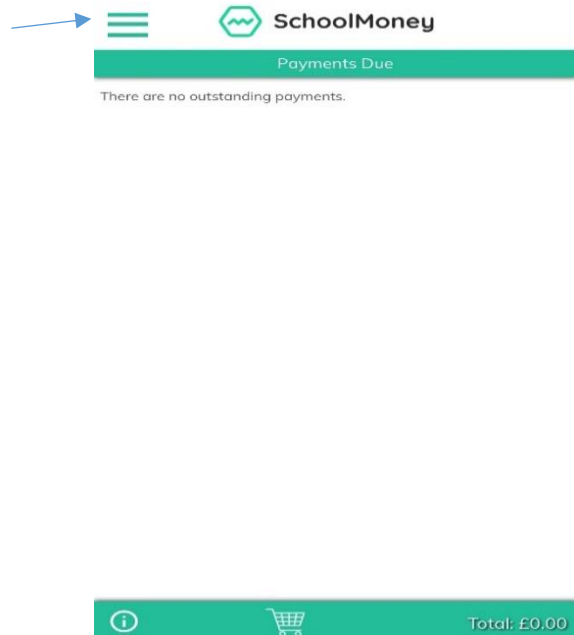
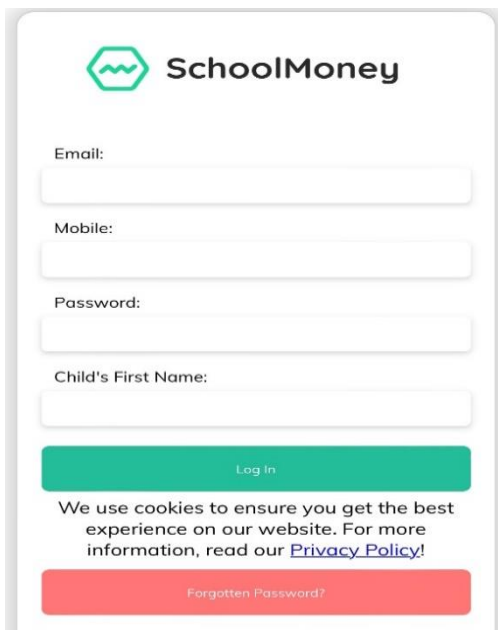
All bookings and payments for School Meal Choices, Before School Care, After School Care, After School Activity Clubs and Trips etc are made via SchoolMoney. You will shortly be sent login details, and you can either access your account via the website at www.eduspot.co.uk or download the [Teachers2Parents](#) app.

School Meal Choice Bookings

Meal choices and payment (where applicable) need to be made in advance, even if you are sending your child with packed lunch from home. This will mean that all bookings must be made by the Wednesday of the week prior to the week the meals are required. This is to ensure we can issue Vicky (our Cook) with the information she requires to place her catering order. If an earlier booking date is required, the school office will contact you to advise the earlier deadline, as this will be necessary for school holiday periods. Please refer to *Appendix 1* for booking deadlines. Where possible, and as with BSC/ASC bookings, parents are encouraged to make block bookings and booking periods will be released on a half termly basis.

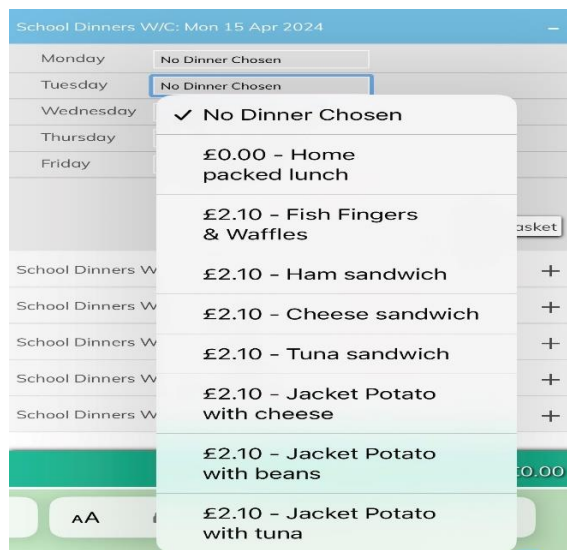
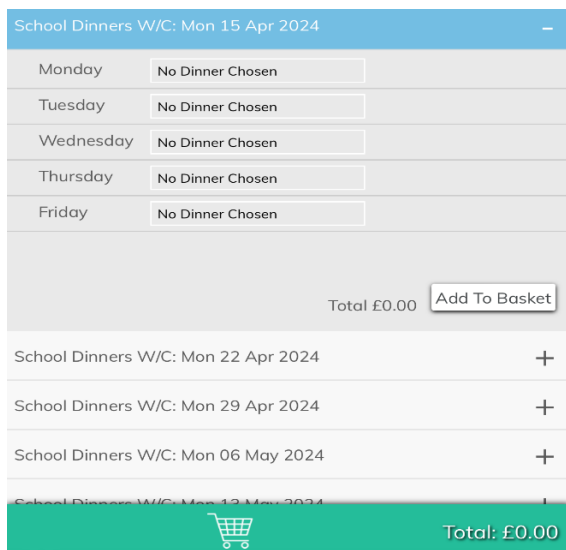
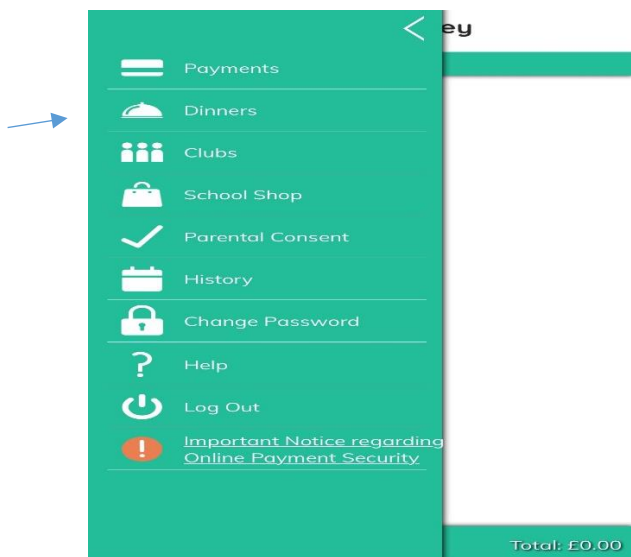
The cost of our school meals will increase to £2.20 per meal / per child from 1 September 2024.

To select your child's meal choices, log into your SchoolMoney account via the website or app. Depending upon which you use, the page layouts may be slightly different. Then select the  icon in the top left hand corner.



Select the 'Dinners' tab on the left hand side. The name of the child and available weeks can then be seen. Next, select the first week you wish to make meal choices for. This will then show you a list of days. By clicking into the 'No Dinner Chosen' box for each day, you can select your choice from the list that appears. Once complete, click the 'Add To Basket' icon. If you have more than one child, please repeat the same steps for the additional child(ren). You can also then book any additional weeks available if you wish to make block bookings.

Our lunch menus rotate on a 3-week cycle. All children will select their dessert choice on each day.



You must then click on the basket icon. This will show what you have booked and your 'Total to Pay'. If you pay for your child's meals, click 'Make Payment'. If your child is entitled to Free School Meals or Universal Infant Free School Meals (for children in Reception, Y1 and Y2 only), you will still need to follow the same checkout steps, but you will notice that your 'Total To Pay' amount is £0.00.

You will then receive a pop-up message to confirm your booking has been successful. Please be aware that sometimes there can be a delay in the confirmation screen appearing, please do not try to refresh or go back a page during this time as it may debit your card twice.

Please ensure we have your correct contact details, as SchoolMoney will send a confirmation email to you. This email is useful to retain as you will find a record of all the meal choices you have made below the payment receipt. These contact details are also required by the school office to ensure you receive relevant communications.



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Please be aware, that if you do not pre-book your child's meal or send a packed lunch, your child will be given a sandwich, and you will be charged the usual fee (if applicable).

If your child has any specific dietary requirements that we are not already aware of, please let us know. Information regarding allergens can be found on SchoolMoney. However, if you wish to discuss your child's dietary requirements with Vicky, then please contact us.

Before School Care and After School Care Bookings

Log into your SchoolMoney account via the website or app. Click the menu icon on the top left hand corner. A pop up menu will appear. Click on the 'Clubs' icon. The name of the child and available weeks can then be seen under each of the wraparound session types (BSC and/or ASC). Select the relevant session and day, then change the '0' to '1' in the dropdown box. Once you have made the bookings for that week, click 'Add to Basket' and continue to complete any further bookings. Once you have added all the BSC and/or ASC sessions you require select the basket icon at the bottom of the page. It will then show you a list of all bookings you have made and the total cost. If you are happy with your bookings, click 'Make Payment' and follow the checkout instructions. If not, you can remove items from your basket and return to the 'Clubs' section to alter your bookings. Please ensure that you always follow the checkout process when making any amendments to ensure the booking is processed correctly. You are able to make bookings for BSC and ASC up until the day before. If you require emergency, on the day care, please contact the school office.

After School Activity Clubs and Trips

Any activity clubs that are available to your child will appear on your main login page. You are then able to select which you would like to book by adding the relevant club to your basket and following the checkout process to secure your child's place.

School trips also appear on the main login page. School will send a notification message or email with further details regarding the trip.

If you have any issues with your SchoolMoney account or require support, please contact the school office on 01228 592087.

Kind regards

Gareth Jones
Headteacher

Appendix 1 – Booking Dates

Booking Deadline	Week Meals Required
Wednesday 17 July 2024	Wednesday 4 – Friday 6 September 2024
Wednesday 4 September 2024	Monday 9 – Friday 13 September 2024
Wednesday 11 September 2024	Monday 16 – Friday 20 September 2024
Wednesday 18 September 2024	Monday 23 – Friday 27 September 2024
Wednesday 25 September 2024	Monday 30 September – Friday 4 October 2024
Wednesday 2 October 2024	Monday 7 – Friday 11 October 2024
Wednesday 9 October 2024	Monday 14 – Friday 18 October 2024
Wednesday 16 October 2024	Monday 21 – Friday 25 October 2024
Wednesday 23 October 2024	Monday 4 – Friday 8 November 2024
Wednesday 6 November 2024	Monday 11 – Friday 15 November 2024
Wednesday 13 November 2024	Monday 18 – Friday 22 November 2024
Wednesday 20 November 2024	Monday 25 – Friday 29 November 2024
Wednesday 27 November 2024	Monday 2 – Friday 6 December 2024
Wednesday 4 December 2024	Monday 9 – Friday 13 December 2024
Wednesday 11 December 2024	Monday 16 – Friday 20 December 2024
Wednesday 18 December 2024	Tuesday 7 – Friday 10 January 2025