



Cummersdale School

Cummersdale
Carlisle
CA2 6BD

December 2024

Dear Parent/Carer


Re: SchoolMoney Booking/Payment System

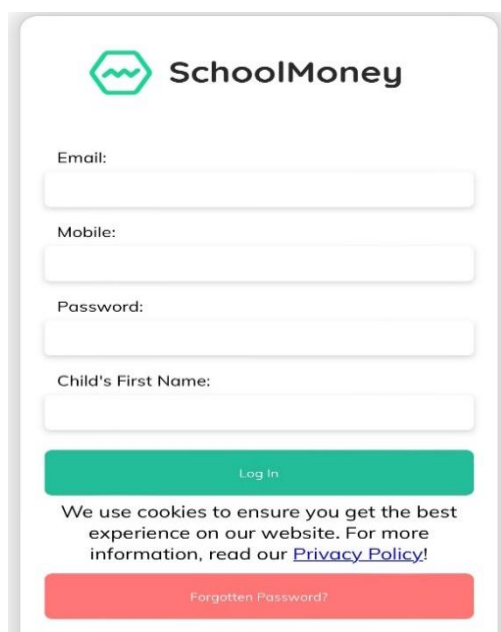
All bookings and payments for School Meal Choices, Before School Care, After School Care, After School Activity Clubs and Trips etc are made via SchoolMoney. You will shortly be sent login details, and you can either access your account via the website at www.eduspot.co.uk or download the [Teachers2Parents](#)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

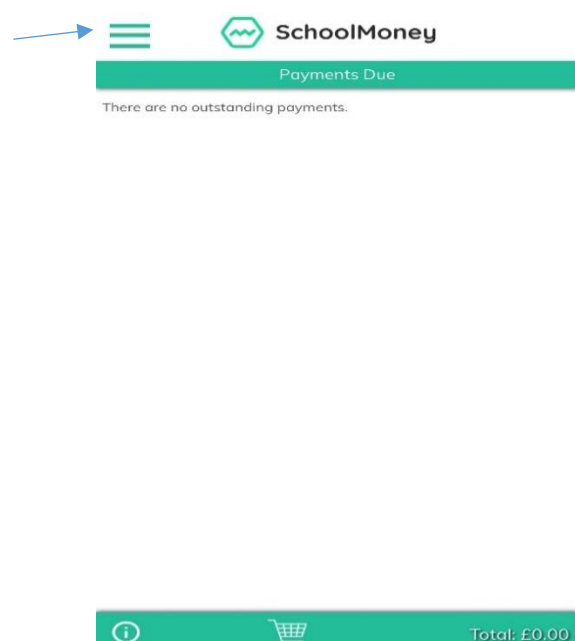
The cost of our school meals is £2.20 per meal / per child.

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.



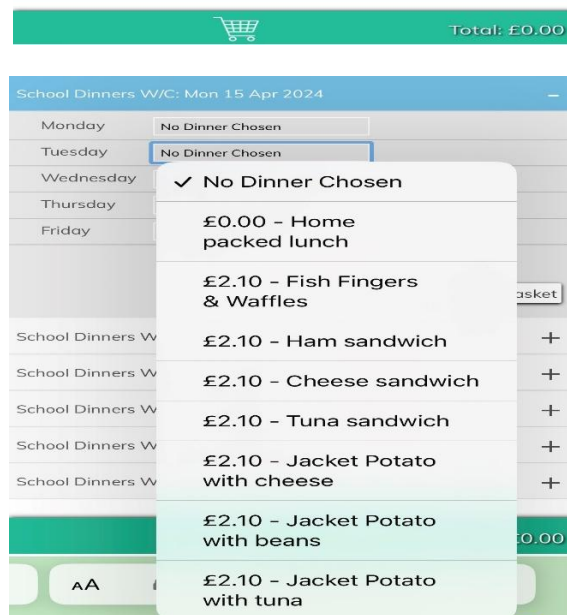
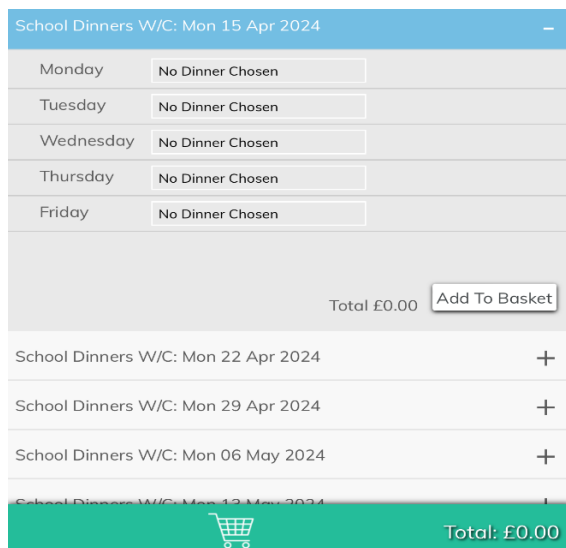
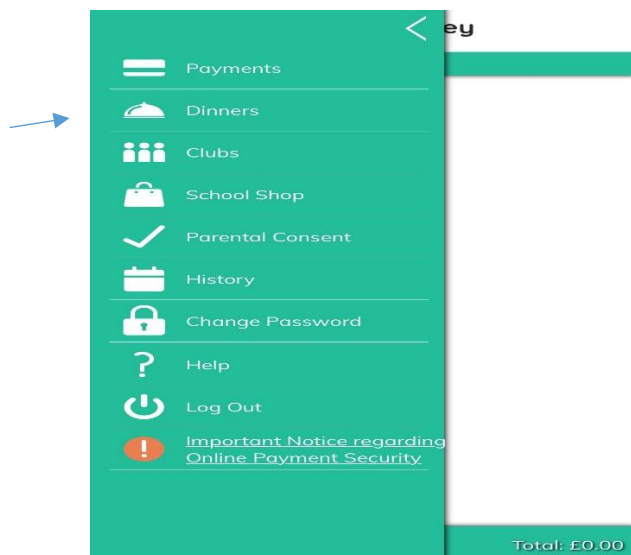
The login form for SchoolMoney includes the following fields and elements:

- SchoolMoney logo
- Email:
- Mobile:
- Password:
- Child's First Name:
- Log In button
- Cookie notice: "We use cookies to ensure you get the best experience on our website. For more information, read our [Privacy Policy](#)!"
- Forgotten Password? button



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 process, 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 normal 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, please use this as a guide only as unfortunately there may be occasions when Vicky has to adjust the menu at short notice. Vicky is also happy to discuss your child's dietary requirements with you.

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.

If you need to cancel any bookings previously made, you are able to do so until the day before the session. To do this, follow the same booking procedure, but alter the '1' in the dropdown box to a '0' and click 'Add To Basket'. Once you have edited all of the sessions you wish to cancel, please ensure you follow the normal checkout process to ensure the changes have been made. You will notice that your 'Total to Pay' will be £0.00 and it will automatically add the credit to your account for use at a later date.

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 15 January 2025	Monday 20 – Friday 24 January 2025
Wednesday 22 January 2025	Monday 27 – Friday 31 January 2025
Wednesday 29 January 2025	Monday 3 – Friday 7 February 2025
Wednesday 5 February 2025	Monday 10 – Friday 14 February 2025
Wednesday 12 February 2025	Monday 24 – Friday 28 February 2025
Wednesday 26 February 2025	Monday 3 – Friday 7 March 2025
Wednesday 5 March 2025	Monday 10 – Friday 14 March 2025
Wednesday 12 March 2025	Monday 17 – Friday 21 March 2025
Wednesday 19 March 2025	Monday 24 – Friday 28 March 2025
Wednesday 26 March 2025	Monday 31 March – Friday 4 April 2025
Wednesday 2 April 2025	Tuesday 22 – Friday 25 April 2025
Wednesday 23 April 2025	Monday 28 April – Friday 2 May 2025
Wednesday 30 April 2025	Tuesday 6 – Friday 9 May 2025
Wednesday 7 May 2025	Monday 12 – Friday 16 May 2025
Wednesday 14 May 2025	Monday 19 – Friday 23 May 2025
Wednesday 21 May 2025	Monday 2 – Friday 6 June 2025
Wednesday 4 June 2025	Monday 9 – Friday 13 June 2025
Wednesday 11 June 2025	Monday 16 – Friday 20 June 2025
Wednesday 18 June 2025	Monday 23 – Friday 27 June 2025
Wednesday 25 June 2025	Monday 30 June – Friday 4 July 2025
Wednesday 2 July 2025	Monday 7 – Friday 11 July 2025
Wednesday 9 July 2025	Monday 14 – Friday 18 July 2025
Wednesday 16 July 2025	Wednesday 3 – Friday 5 September 2025