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Dear Parents/Carers

### **School Money – Booking a School Meal**

When your child moves up to Year 3, **every child** requiring a lunch, either paying or in receipt of free school meals, needs to be booked online via School Money.

This payment system benefits 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. School Money also enables 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 School Money account where you can pay for any items we have requested from you.

To log into School Money, 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 **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 us know immediately if either your mobile number or email address changes.

It is very important that any difficulties you may currently be experiencing with the booking system are dealt with now. Please contact the school office if you require assistance.

Thank you for your co-operation.

Yours sincerely

Mrs K. Mather  
Head Teacher