



HEATHWOOD LOWER SCHOOL, Heath Road, Leighton Buzzard, Bedfordshire LU7 3AU  
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Mrs Jackie Wright B. Ed (Hons)

Friday 18<sup>th</sup> October 2024

Dear Parents and Carers

Following a trial of block-booking Wrap Around Care sessions for our PreSchool children, we are delighted to be able to offer the flexibility of booking via School Money. This is the system that we use for PreSchool fees and the school's Wrap Around Care provision. If you do not currently pay for PreSchool fees and require access to School Money to book Wrap Around Care sessions, please let the School Office know.

The sessions for the second half of the Autumn Term (4<sup>th</sup> November to 20<sup>th</sup> December) are available to book via School Money from 5pm on Friday 18<sup>th</sup> October.

Due to the specific qualification requirements of the staff and ratios for children of this age, we have limited the number of available spaces on School Money. Should you be unable to book a session, it will most likely be due to that limit having been reached. However, please contact the School Office to see if it is possible to accommodate your child.

Payment can be made using credit or debit cards, or childcare vouchers. If you wish to pay by childcare vouchers, please ensure that they are transferred from your provider in plenty of time for booking your child's sessions (it can often take a provider 3 working days to get the money to us). Once it has been received, we can credit your School Money account ready for you to book your child's sessions.

Please note that Breakfast Club and After School Club are two separate payments for each week, and will need to be booked for each child on their separate accounts.

For those who are unfamiliar with the system, you will find instructions on how to book below. If you have any queries please contact [office@heathwood.beds.sch.uk](mailto:office@heathwood.beds.sch.uk), or pop in to see us in the School Office.

Kind regards

Miss Romaine  
Early Years Lead & Assistant Headteacher

## Booking Instructions



To book the clubs you will select the "clubs" option on your screen and it will list them in date order, a week at a time. Breakfast and After School club will be listed separately.

The screenshot shows the 'schoolmoney' website interface. At the top, it says 'Support Academy' and 'schoolmoney'. On the right, there are links for 'Change Password', 'Help', and 'Logout'. A left-hand navigation menu includes: Payments, Dinners, Clubs, School Shop, Parental Consent, History, and an 'Important Notice regarding Online Payment Security'. The main content area shows two users: Lauren (£0.00) and Jake (£10.00). Under each user, there is a 'Club Top Up' button with a price tag (e.g., £25.00) and a list of club sessions with dates and '+' signs. On the right side, there is a shopping cart icon and a summary section showing 'Dinner Credit: £0.00', 'Club Credit: £0.00', and 'Total To Pay: £0.00'. A 'Make Payment' button is visible, along with logos for VISA, Mastercard, and American Express.


Click on the + sign next to the week you would like to book. This will open the booking and show you the days that are available. Click on the drop down box next to the days you would like to book and choose the sessions you need.




The screenshot shows the booking interface for 'Afterschool Club - WC: Mon 19 Mar 2018'. It features a table with days of the week and dropdown menus for selecting sessions. The dropdown for Thursday is currently open, showing '0' and '1 - £2.00 (1 hr)'. At the bottom right, there is a 'Total £4.00' and two buttons: 'Reserve Now' and 'Add To Basket'.

Day	Session Selection
Monday	1 - £2.00 (1 hr)
Tuesday	1 - £2.00 (1 hr)
Wednesday	0
Thursday	0 1 - £2.00 (1 hr)
Friday	0



Once you have chosen all of your sessions, click "Add to Basket". A pop up box will appear letting you know that the booking has been saved. The club will highlight in yellow to show that it has been added to your basket. Then repeat this for any other weeks/clubs that you want to book.

Support Academy  Change Password Help Logout

<ul style="list-style-type: none"> <li>Payments</li> <li>Dinners</li> <li>Clubs</li> <li>School Shop</li> <li>Parental Consent</li> <li>History</li> <li>Important Notice regarding Online Payment Security</li> </ul>	<p>Lauren <span style="float: right;">£0.00</span></p> <p>Lauren - Club Top Up <span style="float: right;">£2.00</span> <input type="button" value="+"/></p> <p>After-school Club - WC Mon 02 Sep 2019 <span style="float: right;">£2.00</span> <input type="button" value="X"/></p> <p>Breakfast Club - WC Mon 02 Sep 2019 <span style="float: right;">£8.00</span> <input type="button" value="X"/></p> <p>After-school Club - WC Mon 09 Sep 2019 <span style="float: right;">£4.00</span> <input type="button" value="X"/></p> <p>After-school Club - WC Mon 16 Sep 2019 <span style="float: right;"></span> <input type="button" value="+"/></p> <p>After-school Club - WC Mon 23 Sep 2019 <span style="float: right;"></span> <input type="button" value="+"/></p> <p>After-school Club - WC Mon 30 Sep 2019 <span style="float: right;"></span> <input type="button" value="+"/></p>	<p>Jake <span style="float: right;">£8.00</span></p> <p>Jake - Club Top Up <span style="float: right;">£2.00</span> <input type="button" value="+"/></p> <p>After-school Club - WC Mon 02 Sep 2019 <span style="float: right;"></span> <input type="button" value="+"/></p> <p>Breakfast Club - WC Mon 02 Sep 2019 <span style="float: right;"></span> <input type="button" value="+"/></p> <p>After-school Club - WC Mon 09 Sep 2019 <span style="float: right;"></span> <input type="button" value="+"/></p> <p>After-school Club - WC Mon 16 Sep 2019 <span style="float: right;"></span> <input type="button" value="+"/></p> <p>After-school Club - WC Mon 23 Sep 2019 <span style="float: right;"></span> <input type="button" value="+"/></p> <p>After-school Club - WC Mon 30 Sep 2019 <span style="float: right;"></span> <input type="button" value="+"/></p>	<p>Dinner Credit: £0.00</p> <p>Club Credit: £2.00</p> <p>Total To Pay: <b>£12.00</b></p> <p><input type="button" value="Make Payment"/></p> <p>VISA   </p>
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Then click the "Make Payment" button to complete payment.

Please use the following link if you have any other queries regarding using School Money <https://support.eduspot.co.uk/guide/parent-user-guide-schoolmoney/>

