



ONLINE  
PAYMENT SYSTEM



schoolmoney



eduspot

At Kilkeel Primary School we are delighted to inform you of our online payment system, 'School Money'. This means that you have the facility to make payments for school expenses, such as school meals on line with your debit or credit card.

This system will allow you to pay for items from the comfort of your own home but you will also be able to access your own account at any time.

School Money is an efficient payment system in a secure and safe environment.

**[SET UP INSTRUCTIONS](#)**

1.You will receive an email and text message from ‘eduspot’

asking you to make a password.

2.Please follow the link and create a password of your choice.

3.When the password is created you will then move onto the ‘eduspot login page’.

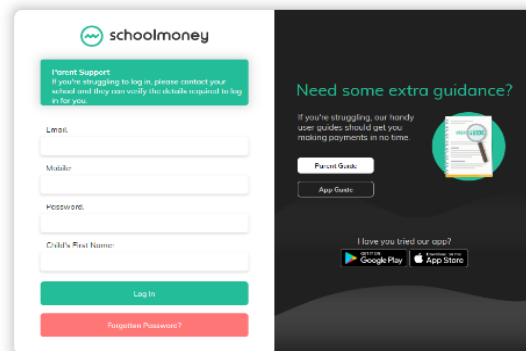
4.They will ask you for;

-Email Address

-Mobile Phone Number

-Password (you created)

-Child’s First Name



5.You will be successfully logged onto ‘School Money’. Click on the drop down box on the left hand side of the screen and select ‘DINNERS’.

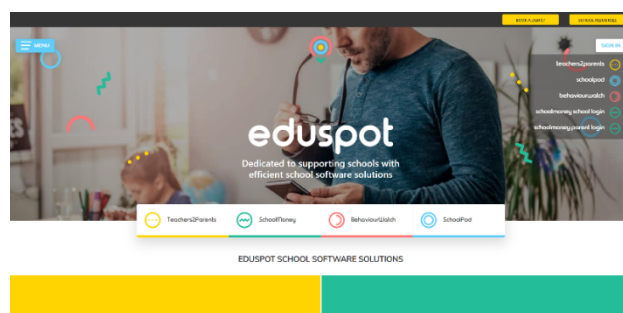
6.Click on each individual day you wish your child to have dinner. When finished, click on the **BASKET SYMBOL** to check out and make payment.

## **LOGGING ON TO SCHOOL MONEY**

1.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.

2.In the drop down box select ‘SCHOOL MONEY PARENT LOGIN’.

3.You will now be on the login page. Enter all your details as before to log on.



## FREE SCHOOL MEALS

If your child is entitled to free school meals, please ensure to log on and book every week. Please select the days you wish for them to take dinner.



Your account will **never** ask for money to be paid for dinner, but to ensure your child is sent to the canteen you need to pre book and select the days you wish them to receive dinner.

## BOOKING ADVICE

- We ask that you please ensure to book your child's dinners **BEFORE** a Monday Morning for the week ahead.

The system will NOT let you book on for a dinner after midnight of the chosen day. So to avoid disappointment we recommend you book in advance.

- When entering your details please don't allow 'auto fill' of your email address or phone number as this will not be recognised on the system.

Please ensure to type all details in manually.

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We appreciate this can be challenging to set up.  
If you are experiencing any problems with logging on to the system or making payments please contact the office for further instruction.

Thank you for all your cooperation.



**General Office : 028 417 62351**