

## SCHOOLMONEY

Cashless Payment System



Welcome to our online cashless payment system. Through Schoolmoney you will be able to book school dinners, pay for milk, order from shop and pay school/nursery fund. During the year there may also be charity collections or other donations available through the app.

Please read the following points to help you navigate the app successfully:

### SCHOOL DINNER BOOKING

The schoolmoney app allows you to book and pay for your meals in advance. As the school office is now operating a cashless system, all bookings and payments will be made via this app.

You will receive a welcome text to the mobile number registered at application. You should follow the link to register.

Each time you log in, you are required to enter the details from scratch. If your phone autocompletes, the app will not recognise the log in details.

You must use the recorded forename and surname of your child – even if your child is known by their second or subsequent name.

You will receive a message each week saying that '**you have a new booking available for school lunches**'. You should log on and book dinners for the following week **by the Sunday evening**. If meals are not booked by the Sunday evening, dinner on Monday will not be available to you.

If you are on the Education Authority free meals list you are still required to book dinner but the system knows not to process a charge for your booking.

If you have not yet registered it is important that you do so asap. Kitchen will not be able to provide a dinner if it is not booked online and school will contact you to bring a packed lunch.

Anyone having difficulty logging on should email the office at [info@dundela.belfast.ni.sch.uk](mailto:info@dundela.belfast.ni.sch.uk) for help.

Thank you for your co-operation.

A McKee

Exec Officer