

Dear Parents,

September 2016

St. Mark's C.E. Primary School offers the facility for parents to make payments online for school dinners and MOSAIC breakfast and after school club. Later in the year we will offer the facility for activities such as school visits, uniform and music lessons.

A lot of time is spent collecting and keeping track of what payments have been received for the numerous events that take place. This together with the burden that you may have in either finding the correct change or writing a cheque to pay for your child's activities can at times be frustrating. The [Schoolmoney.co.uk](http://Schoolmoney.co.uk) facility will allow for both parties to experience a more streamlined, cost-effective and efficient payment collection system in a secure and safe environment.

On Friday 23 September everyone (even if you don't owe any money) will receive a text and e-mail welcoming you to SchoolMoney together with a password (password reminders can be sent at any time but only you will have access to this password). Please log on and have a look at the site, you will have the option to pay online if you wish. Payments can still be made by cash or cheque at the school office or by BACS payments direct to the School or MOSAIC bank account (contact the school office for more information). The school office will then record these payments on the SchoolMoney site.

You will receive text/e-mail messages from school inviting you to access a website as an option to make a payment. Payment requests/reminders may be sent out weekly and we hope this will be helpful to parents when checking invoices, printed statements can be provided on request through the school office. We appreciate that a number of parents prefer to pay monthly especially if the amount owing is small or if paying MOSAICS invoice with childcare vouchers. It is quite acceptable to pay monthly and we apologise in advance if you receive overdue payment reminders.

To ensure the maximum benefit from this service, we would ask all parents to notify the school office if you change your mobile number and/or email address.

A copy of the School Money Parent User Guide has been e-mailed to all families. If you would like a printed copy these are available from the school entrance hall or school office.

Please do not hesitate to contact me with any questions.

Mary Illingworth  
School Business Manager

Below is information on how the MOSAIC sessions are coded:

	1	2	3	4	5
After School	£7.50 full session	£5.50 full sibling session	£4.80 half session	£2.50 quarter session	
Breakfast	£4.50 full session	£3.50 full sibling session	£3.25 half session with breakfast	£2.75 half session no breakfast	£1.20 quarter session