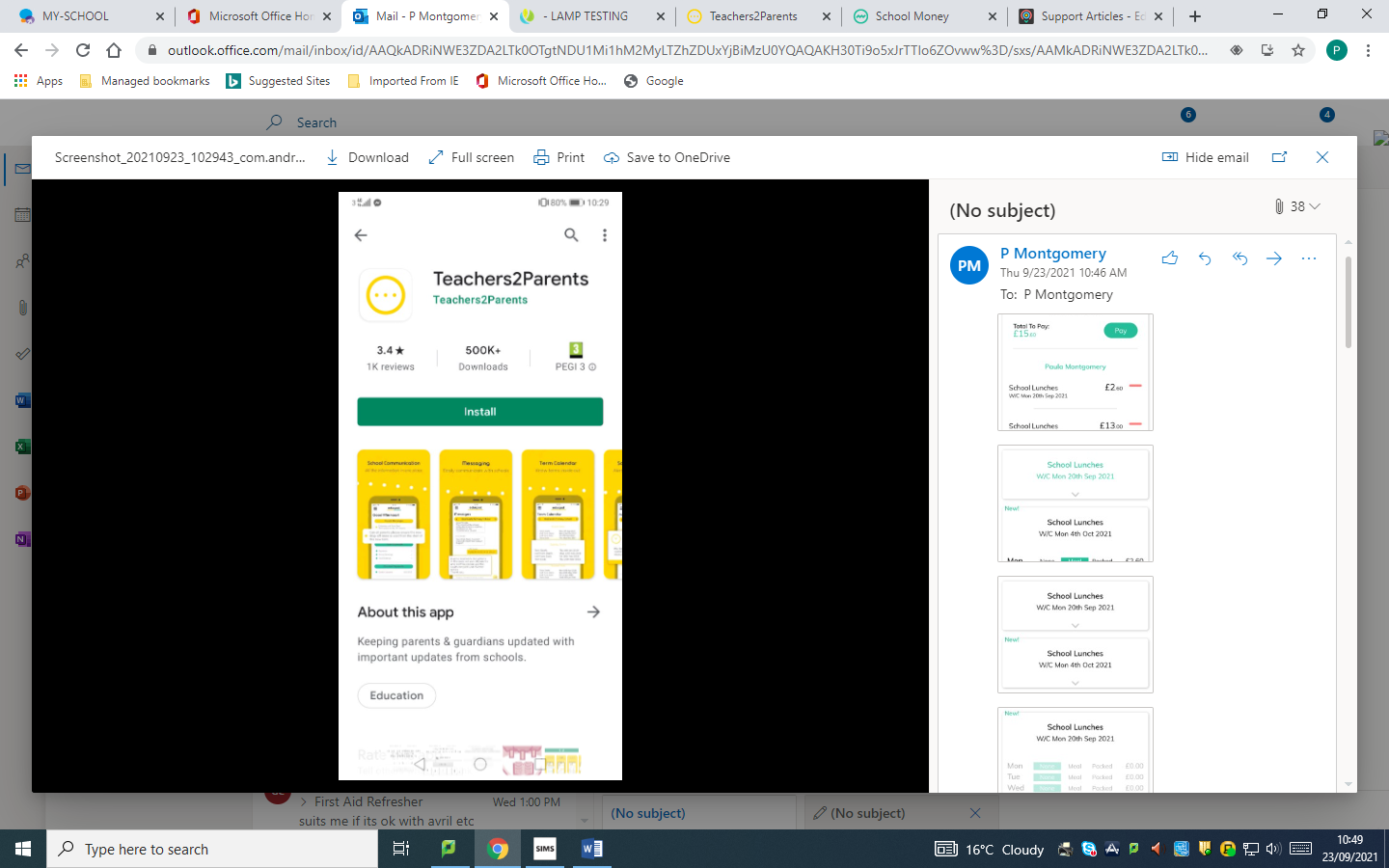
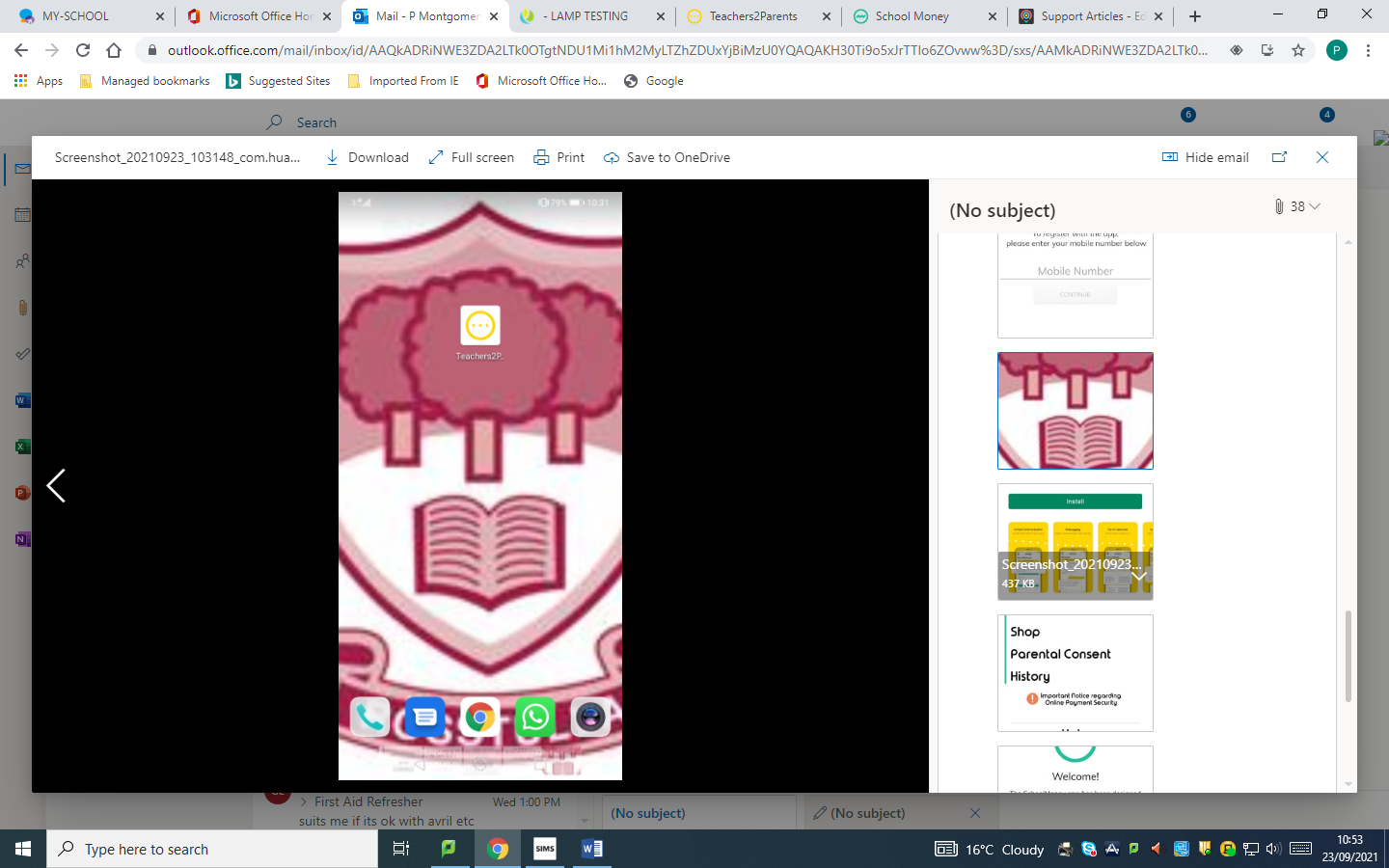
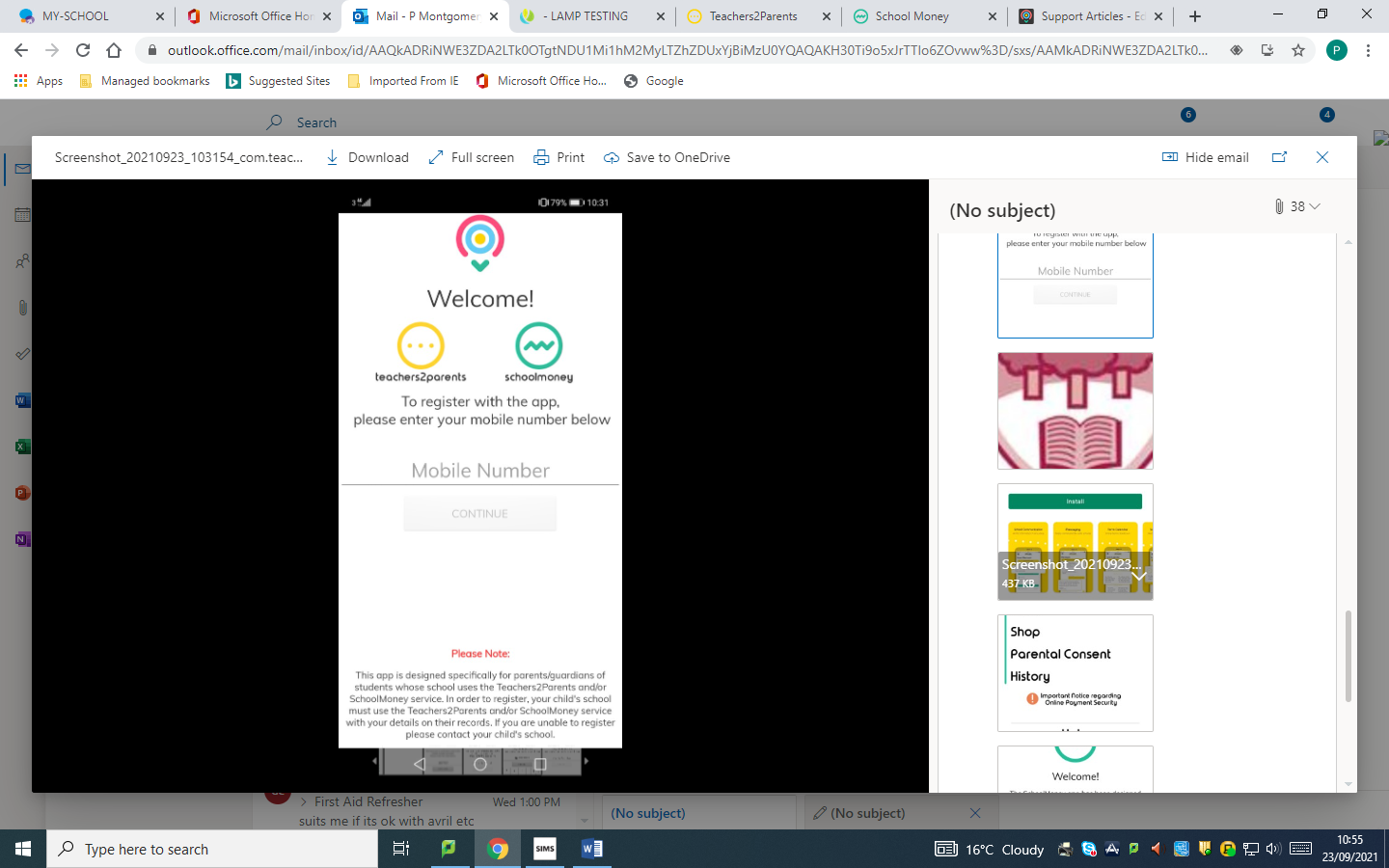
**Parents Guide To School Money App**

On your mobile device open the app store and search for Teachers2Parents and click install

 Once you have the app installed

you should see it on your phone



Open the app and it will ask you to

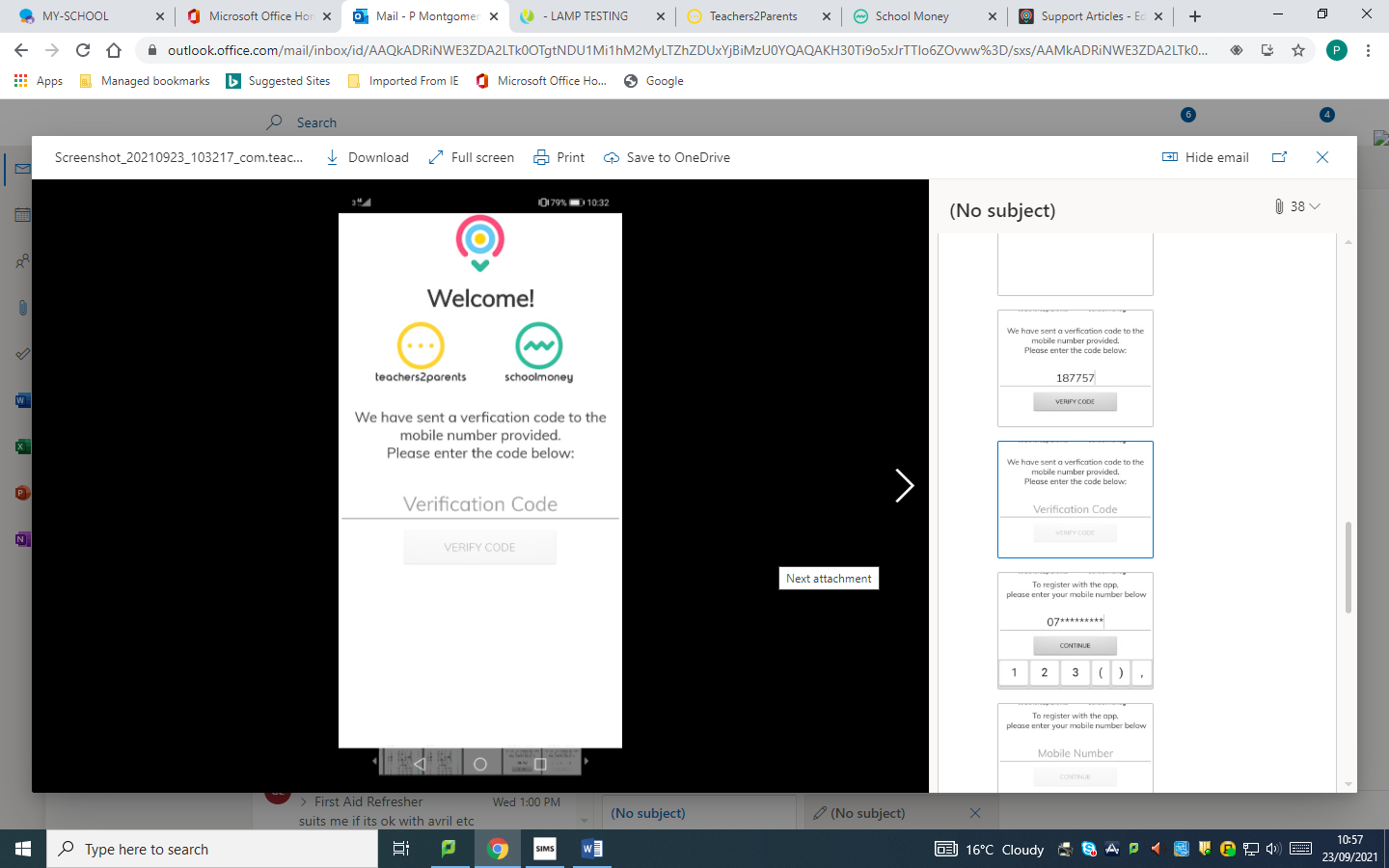
enter your mobile number to register.

Please ensure this is the number you

have registered with the school as the

main contact. Enter your number and

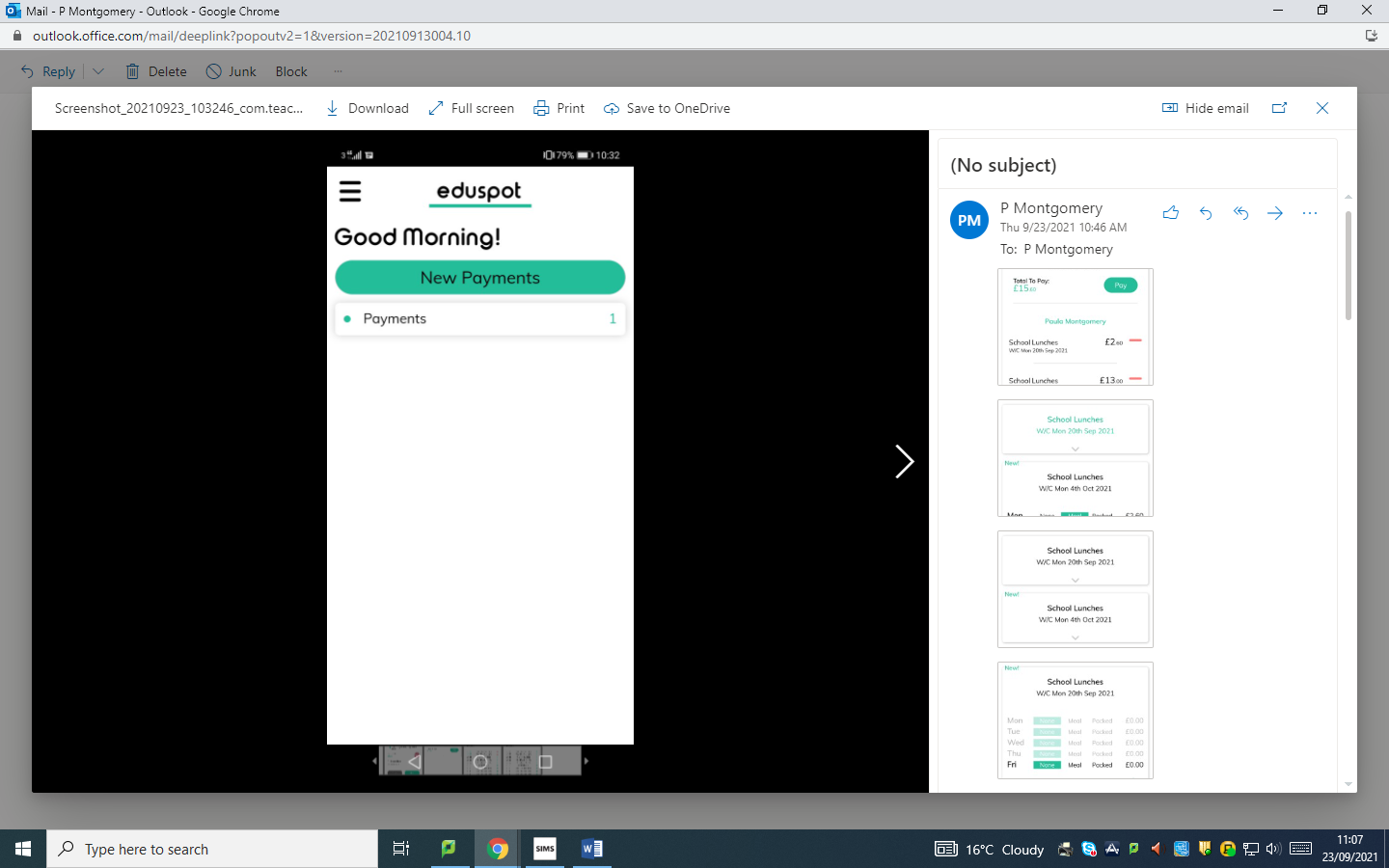
press continue.



You should then receive a text with

a 6 digit code, enter this code and

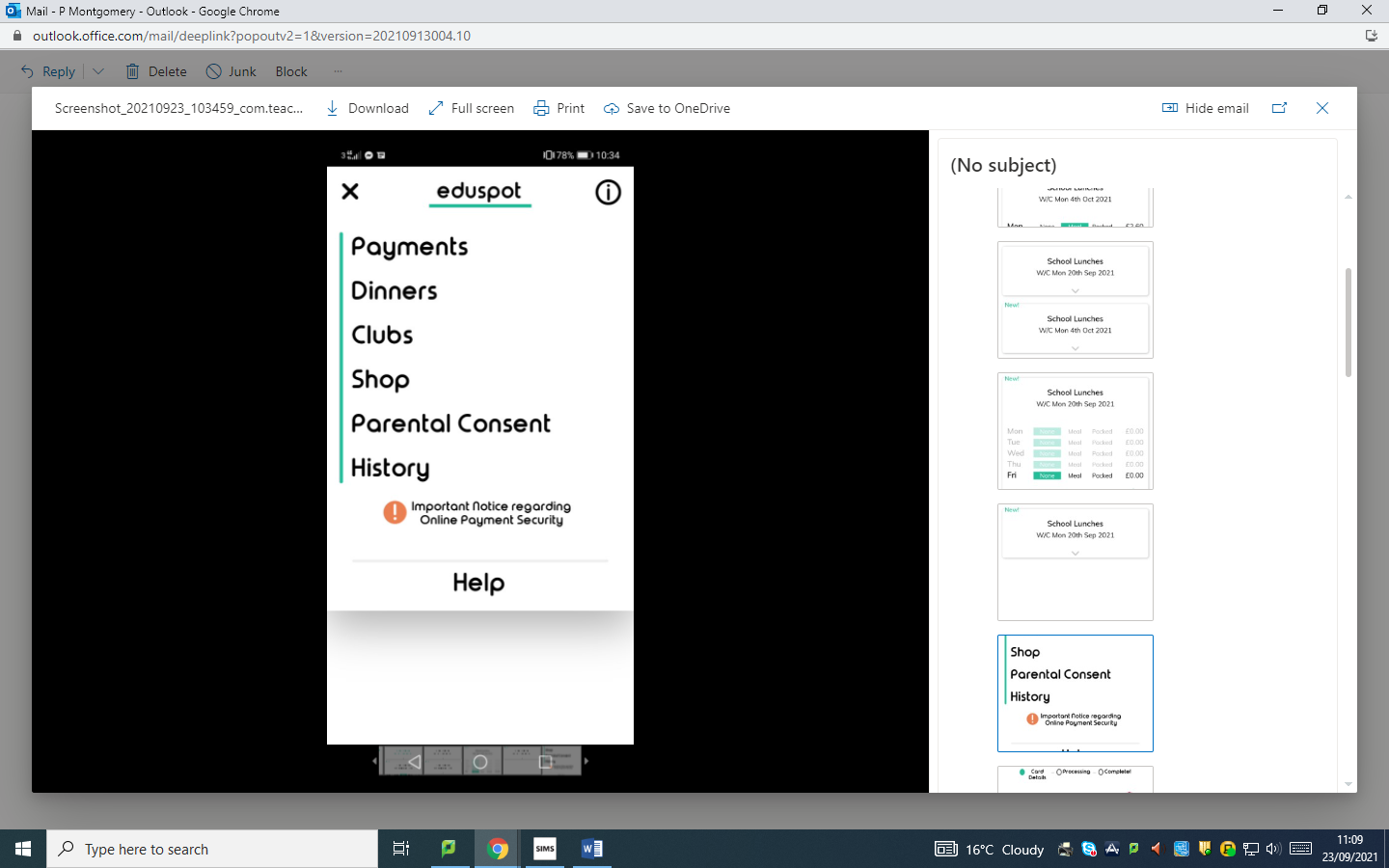
press verify code



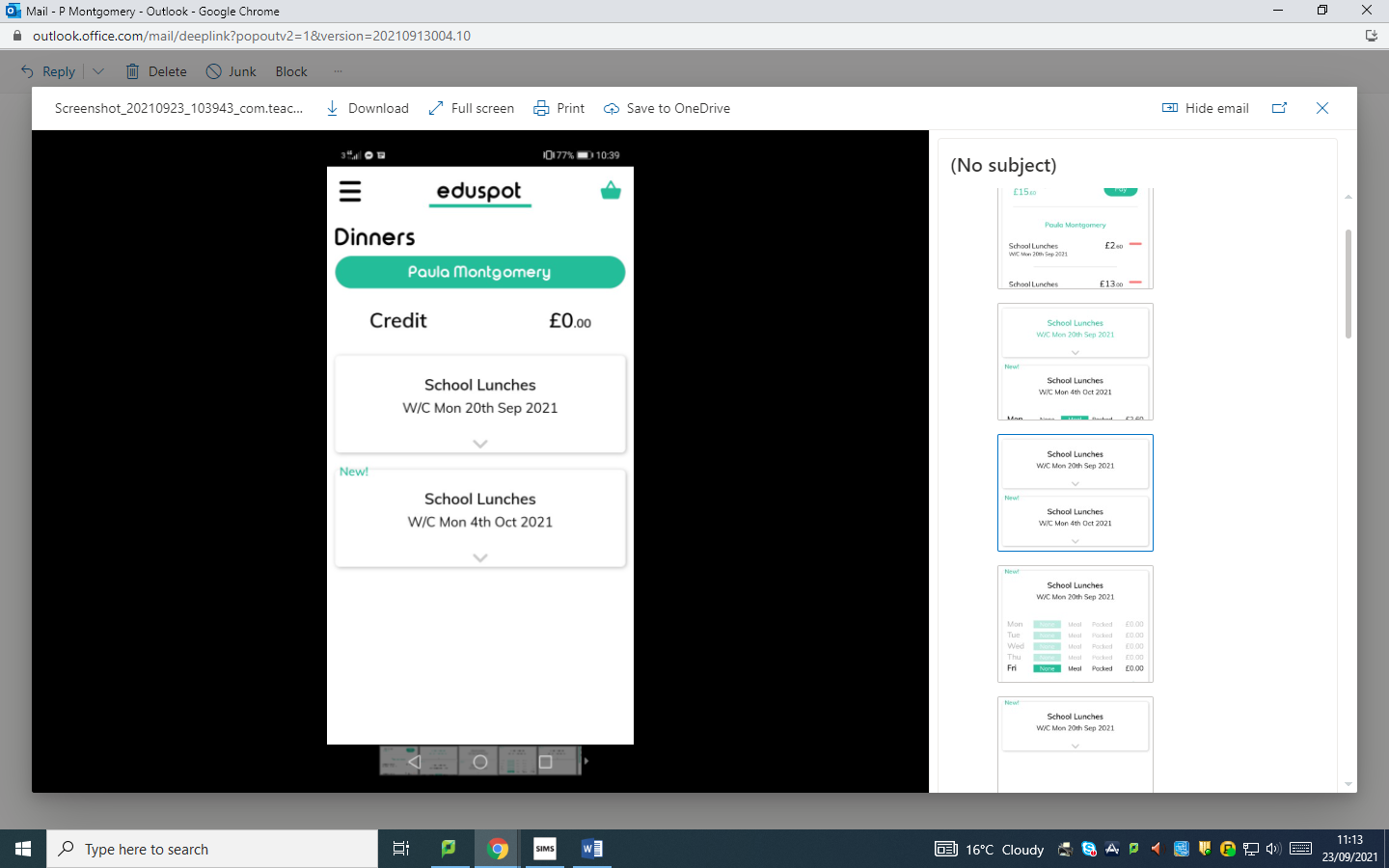
The app should now open and show

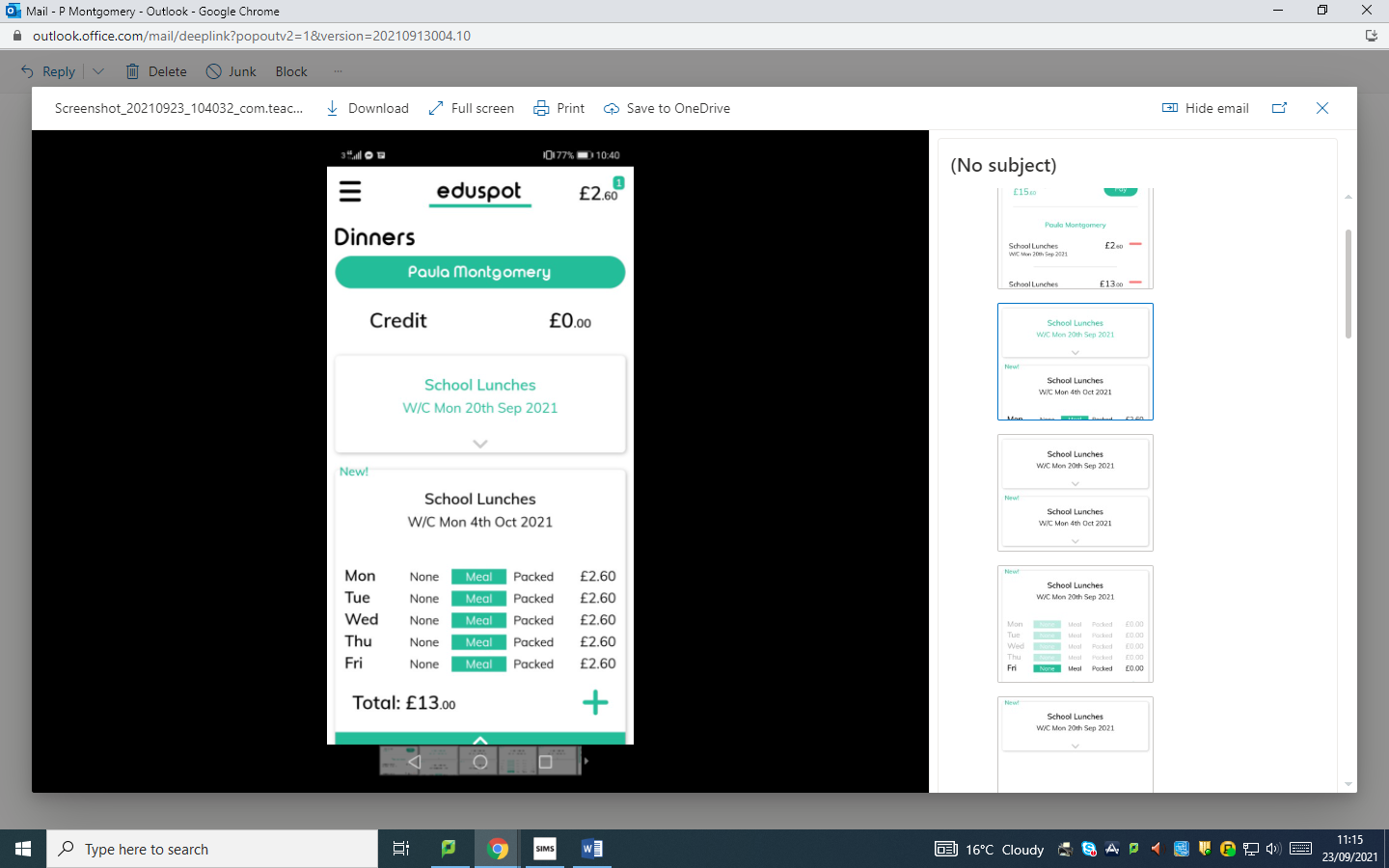
any new payments. To access all other

Payments select the 3 black lines on the top left to open the menu.



On this menu you have the option to pay and book school meals and then all other payments should show under the payments section e.g Swimming, cookery

 **Dinners**

Under the dinners menu you will see the current weeks open for dinner payments. If you are booking meals for a school week they will need to be booked on the Sunday of the week before. The system will not let you book a meal for the current day.

me

me

To book and pay for meals open the selected week, then on each day select if the pupil will have a meal or packed lunch by touching the option on the screen.

Once you have selected your option for each day you will see the total price for the week. You then click on the + symbol and this will add this item to your basket. The basket can be seen on the top right corner of the app.

If you are finished adding items you can now go to your basket.

**Payments**

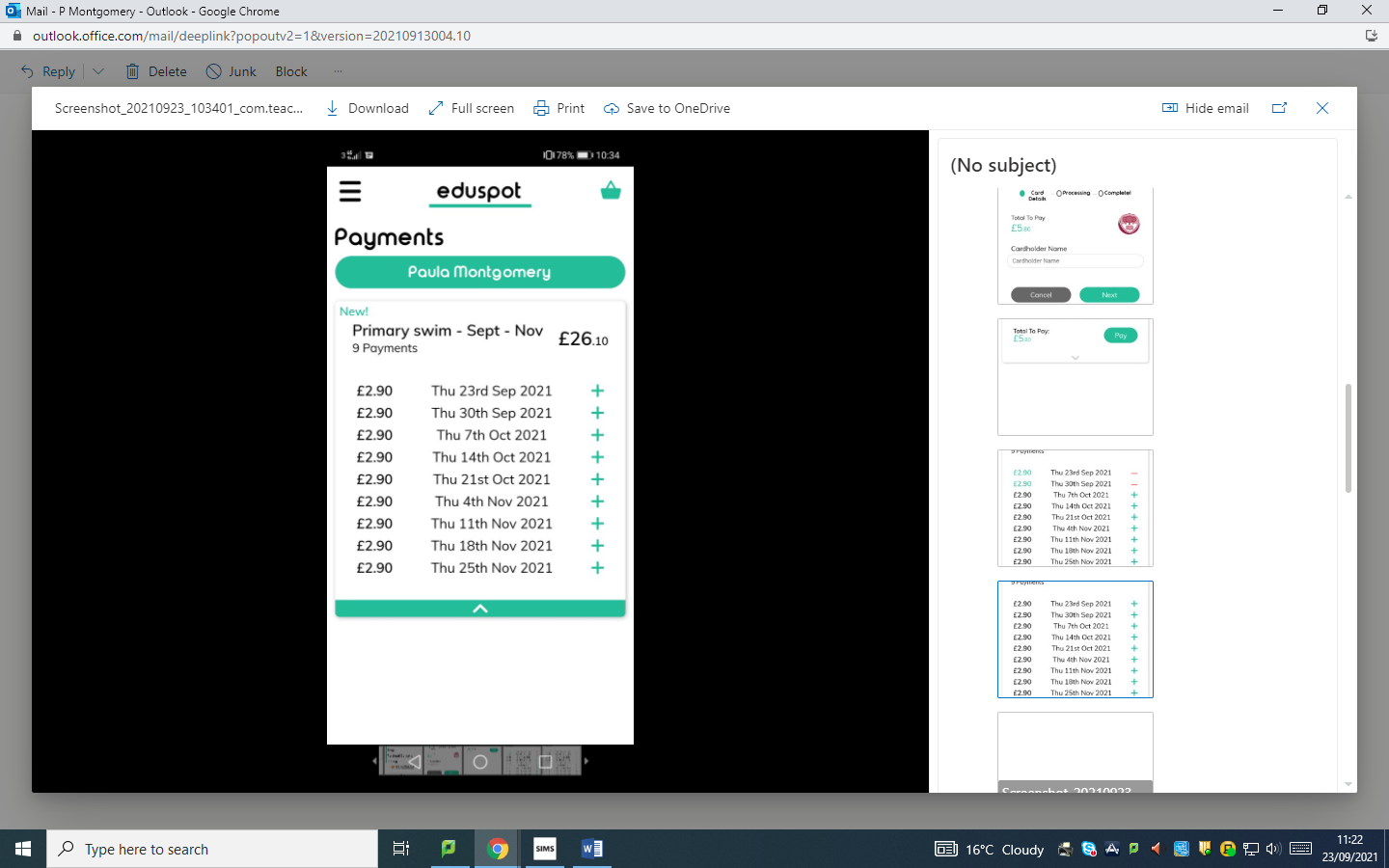
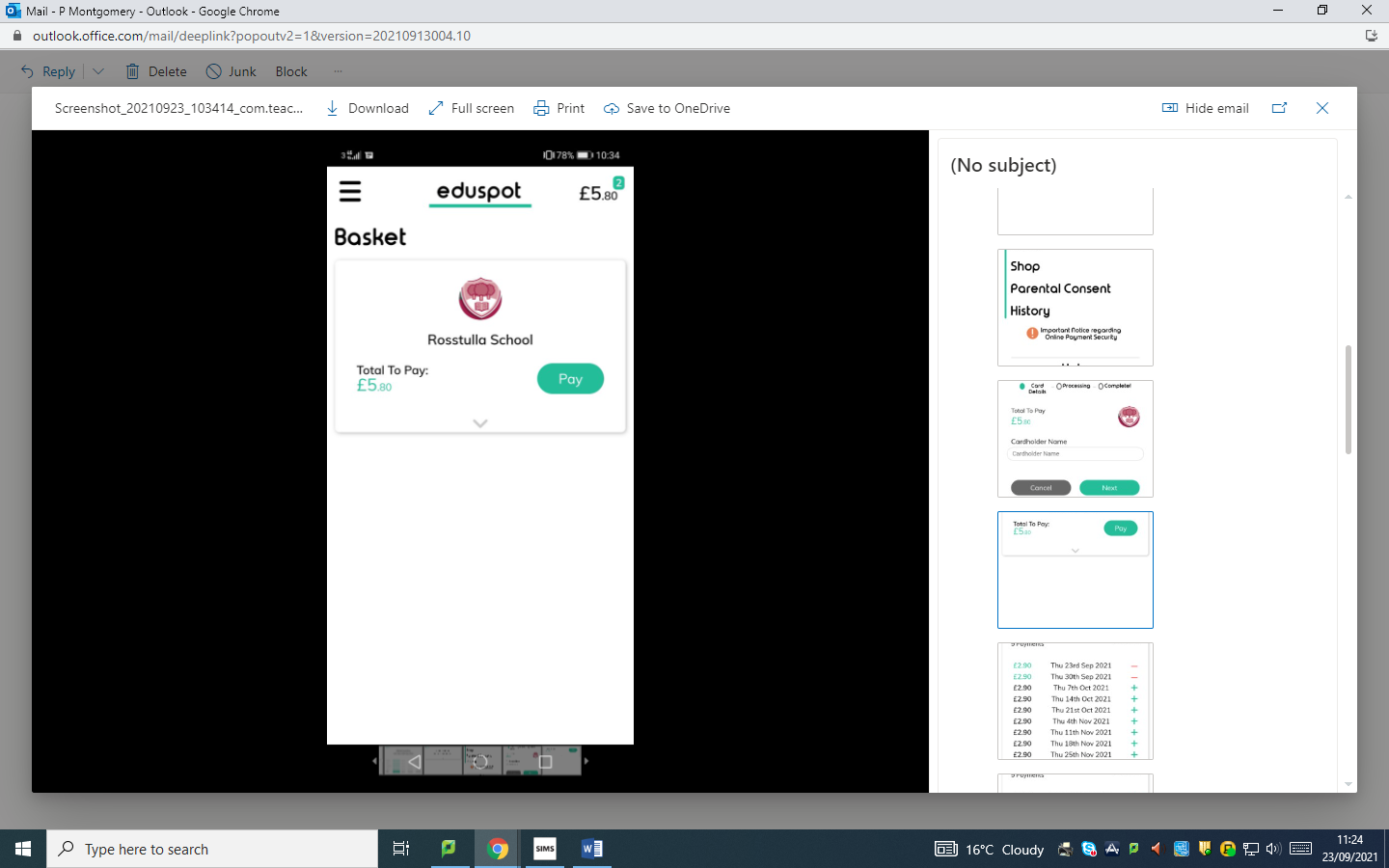
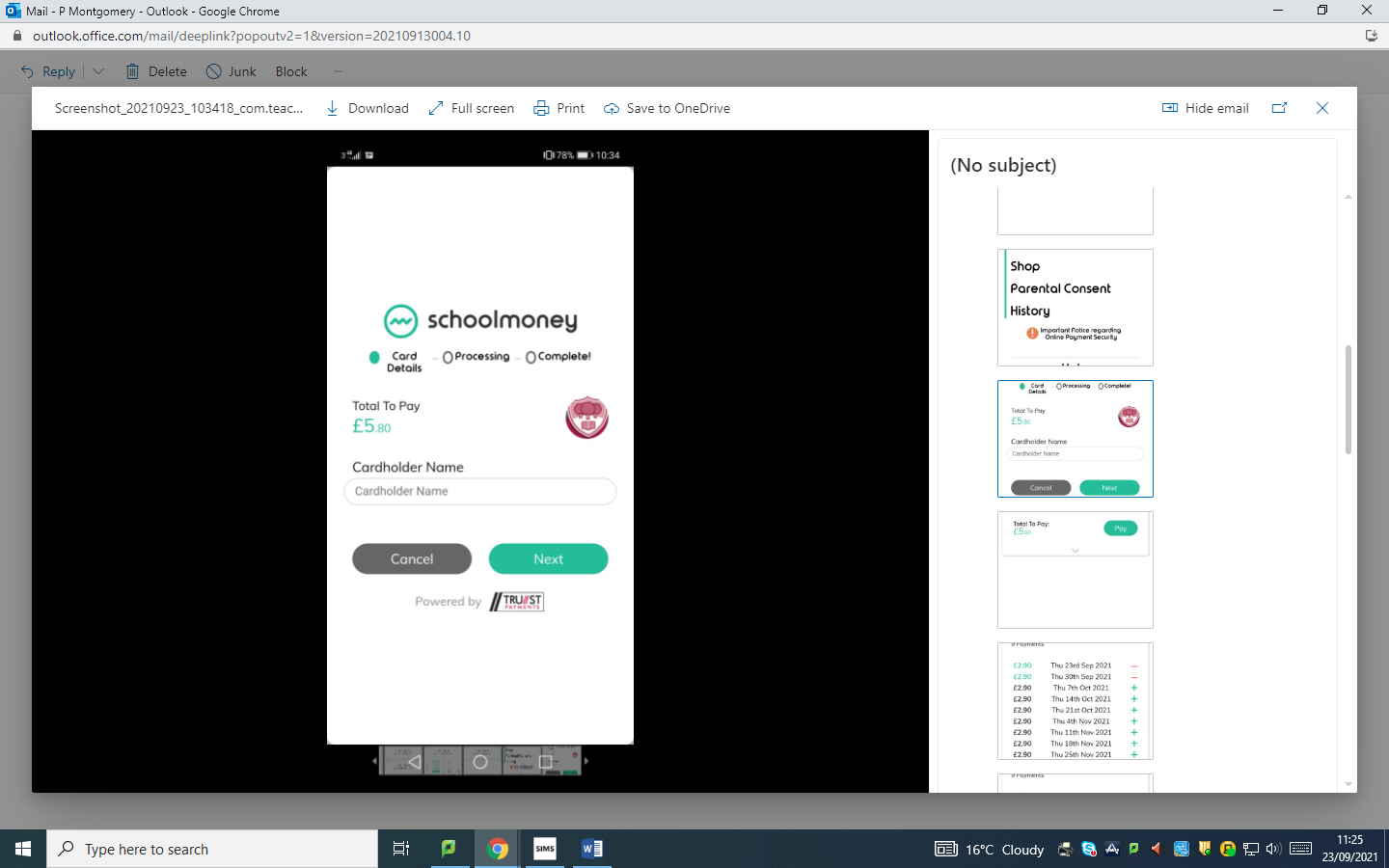
Under the payments section you will see any payment that have been allocated to the pupil. If the payment is for swimming you will be able to see the weeks in which the swimming will take place. From here you can select to pay for one week at a time or add all weeks if you wish to pay in full. Simply click on the + symbol beside each week and this will add the payment into your basket.

me

In this section you may also see other payments listed e.g. cookery

Once you have all the items in the basket you wish to pay for you can open the basket by tapping on the amount on the top right of the screen. You then need to select pay

and this will take you through the steps of entering your card details.

If for any reason a pupil does not attend for a session already paid for, this amount will be credited back to your account and should show as credit when you next log in.