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## Cotteridge Primary School

Breedon Rd, Cotteridge, Birmingham, B30 2HT  
www.cotteridgeprimary.co.uk Telephone: 0121 464 2865

Headteacher : Mr J. Willetts BSc Hons. P.G.C.E. N.P.Q.H.  
Assistant Headteacher: Mrs V. Tucker BA Hons (QTS)  
Assistant Headteacher: Mrs K. Darby BA Hons, P.G.C.E  
Assistant Headteacher: Mrs N. Pickering-Ernst BA Hons, G.T.P

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Dear Parents/Carers

### **Making Payments to School**

Cotteridge Primary School is a cashless school. Therefore, all payments to school will need to be made via our payment system SchoolMoney (desktop version), also known as Teachers2Parents (app version).

As your child will be new to our school, we are unable to set them up with an account on SchoolMoney until mid-September. This is because SchoolMoney automatically imports your contact details from our school system after admission (first day) only. Therefore, sometime during your child's first week you will receive an email and text message with your new login details for SchoolMoney. Once you have this, you will be able to log in to book your child's dinners (Reception to Year 6), pay for school trips, after school activity clubs, Nursery fees and Breakfast/ After School Club etc.

We will email you a handy SchoolMoney user guide closer to the time to help you with navigating the system.

Being as you will not be able to make any payments until your account has been activated, your child will not be prevented from attending Breakfast/ After School Club during the first two weeks even if payment has not been received. However, once your account has been activated, you will then need to pay for the sessions that have been attended plus one further month in advance. Going forwards, please ensure that Breakfast/ After School Club is always paid one month in advance.

It is a good idea to start putting this payment to one side now so that you can make any outstanding payments as soon as your child's account has been activated. You should be able to work out now how much you will owe based on the number of sessions your child will attend (Breakfast club is £3.50 per session if starting after 8:00am or £4.50 if starting after 7:30am and After School Club is £9.00 per session).

### **Paying for Breakfast/ After School Club with workplace vouchers/ Government Tax-free Childcare Scheme**

If you will be paying for Breakfast/ After School Club using workplace vouchers/ Government Tax-free Childcare Scheme, you will not need to make any childcare payments on SchoolMoney, providing your vouchers cover the full amount owed each month.

It is entirely up to you how often you arrange for payments to be sent to us i.e. weekly, monthly, termly etc., just as long as you have made payment for the sessions covered at least one month in advance. For example, you will need to send September's payment via your scheme in August. You should be able to work out how much you will owe by how many days your child will be attending, for example, if your child will be attending After School Club two days per week you will owe £18.00 per week. Once you have a SchoolMoney account, you will be able to track payments on there.

Once you have set up your own account with a workplace voucher/ Government Tax-free Childcare Scheme please could you email us at [enquiry@cotridge.bham.sch.uk](mailto:enquiry@cotridge.bham.sch.uk) with your child's full name, the voucher company you will be using i.e. Government Tax-free Childcare, Sodexo, Edenred, Computershare etc., and your unique childcare reference number (if using the Government Tax-free Childcare Scheme). This way, we can keep an eye on our bank statements for your payments. Once your payment has made its way to our bank account via your scheme, we will credit the amount paid to your SchoolMoney account.

**Please note: there is often a one-to-two-week delay between the payment being made via your scheme and the payment reaching our account so, please account for this delay when making your payments and please do not be alarmed if you make a payment via your scheme and don't receive a receipt from us for up to two weeks afterwards.**

### **Nursery Fees**

If your child attends Nursery and you will owe Nursery fees, you can pay these in the same way. You will not be able to pay Autumn term's Nursery fees until some point in September when your child's account has been set up. That term will have a short deadline for paying those fees, so please start putting that money to one side now. If you are unsure how much you will owe, please contact me on 0121 464 2865 or by email at [l.widdicombe@cotridge.bham.sch.uk](mailto:l.widdicombe@cotridge.bham.sch.uk) / [enquiry@cotridge.bham.sch.uk](mailto:enquiry@cotridge.bham.sch.uk) as soon as possible.

If you have any other questions, please feel free to get in touch via the aforementioned contact details.

Yours Sincerely,

Lisa Widdicombe  
Receptionist