# SchoolSpider

The cashless solution

Become totally cashless with our comprehensive and flexible payment package. Take cashless payments for everything from lunches, clubs, school trips and more.

Cashless

Tuesday Lunch

BOOK

BOOK

PAY

Menu

Flexibility

Attendance Registers

The Key Features

✅ 4 product types to suit what you need - **Lunches, Clubs, Trips and General Product**

✅ **Menu builder** to assign to lunch bookings

✅ **Limit** number of **bookings** and/or purchases

✅ School trip **payment instalments**

✅ School **vouchers** and FSM **discounts**

✅ **Invoicing** feature to charge parents

✅ Extensive **reporting** and **register** features

✅ **Integrated** with communication tools
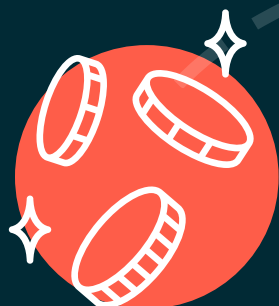
Payments process

SchoolSpider
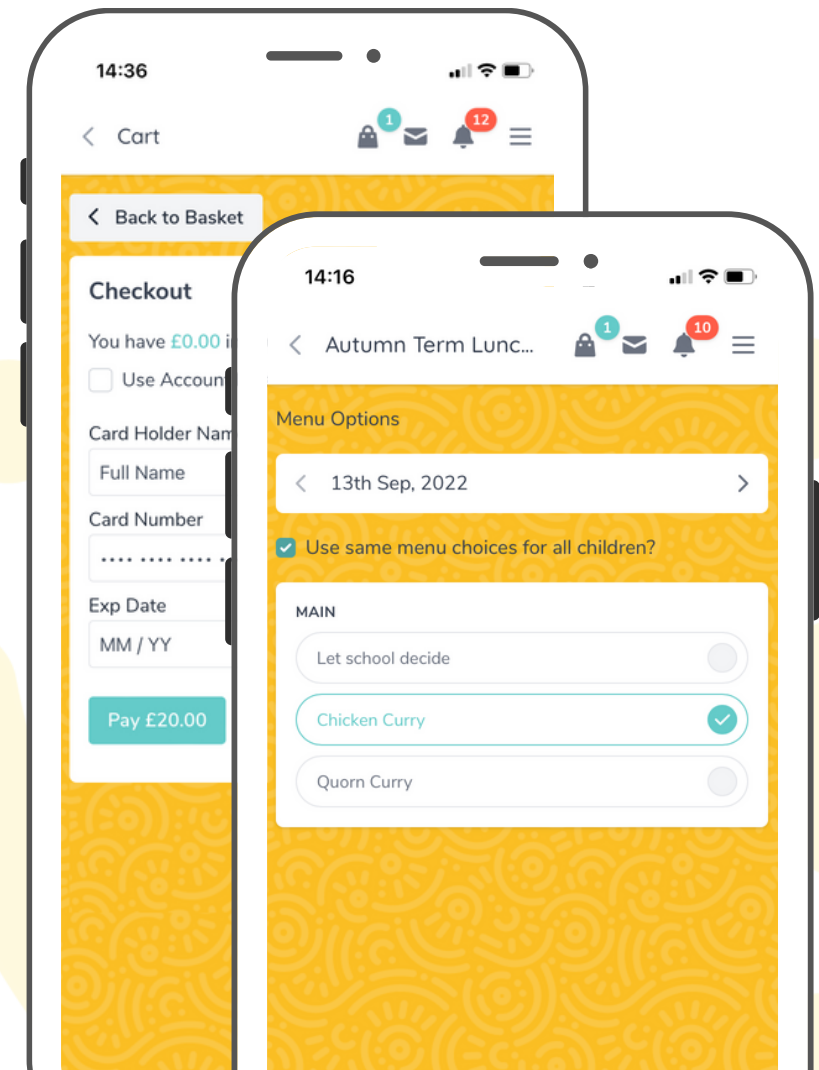
Create your products using our 4 categories

Parents login, add to cart and checkout

View your orders and manage your registers

Process your orders with a click and confirm

Export your funds in bulk into your chosen bank accounts

Building your products

Our four categories Lunches, Clubs, Trips and Products make it super simple to build up your options.

Available on all categories

- Available to only selected pupils/classes/groups
- Apply a FSM discount for parents who qualify
- Can add start and end time for when users can purchase
- Limit the amount of purchases

Specific features

- Date based - occurs on set days for x weeks **[Lunches, Clubs]**
- Create custom menu choices **[Lunches]**
- Add payment terms (pay x by x) **[Trips]**

- Variables such as small, medium, large **[Product]**
- View, download and mark daily registers **[Lunches, Club, Trip]**

+ Create a product ﹀

🛍 Create a Product

🍴 Create a Lunch

📅 Create a Club

🚌 Create a Trip
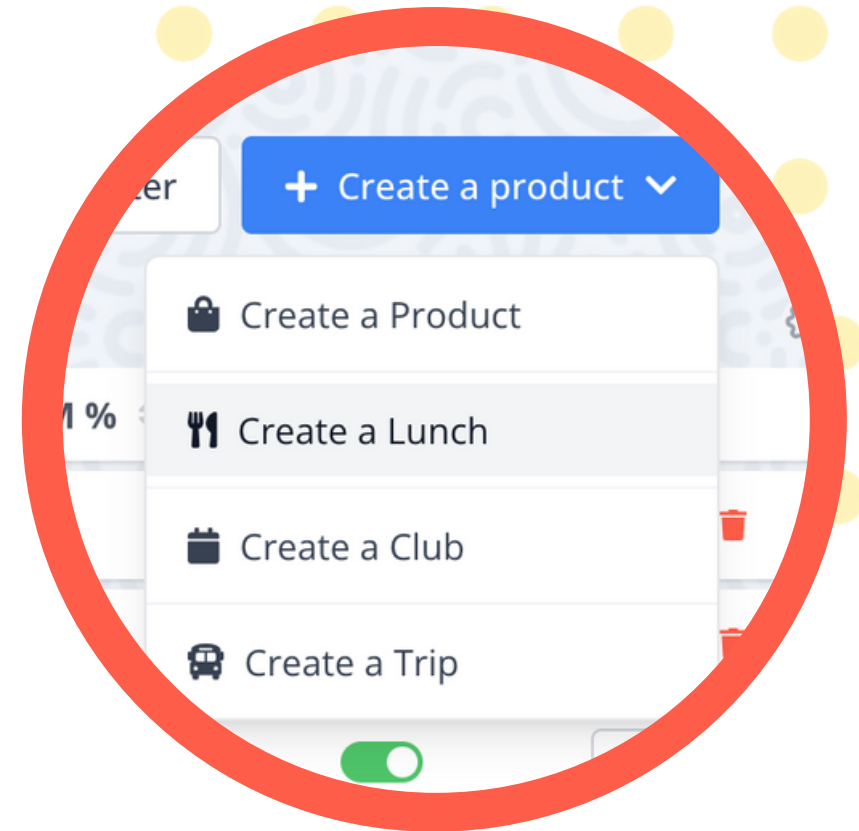
Taking Payments

Once you have set up your products taking payments is super quick and simple.

Parents use their **School Spider login,** navigate to the **payments tab** and all of your items will be available. They can use categories to filter products.

If you are not already set up with School Spider parents, we can support you with this.

Like all other online shops, parents add their items to cart and select any options you make available, such as lunch menus. They then checkout with a debit or credit **card** or using **Apple/Google Pay.**

We accept childcare vouchers which can be uploaded and reviewed by your school.

SchoolSpider

A new school trip for Zoey has been organised for next week Monday.

VIEW

Zoey's Trips

VIEW
VIEW
VIEW

A day at the zoo

BOOK   PAY

Managing your orders

When your orders come in, you as a school must process this order. This is so it is ready for us to export the funds to your chosen bank account/s. There are a few ways in which you can do this which we will cover in your training.
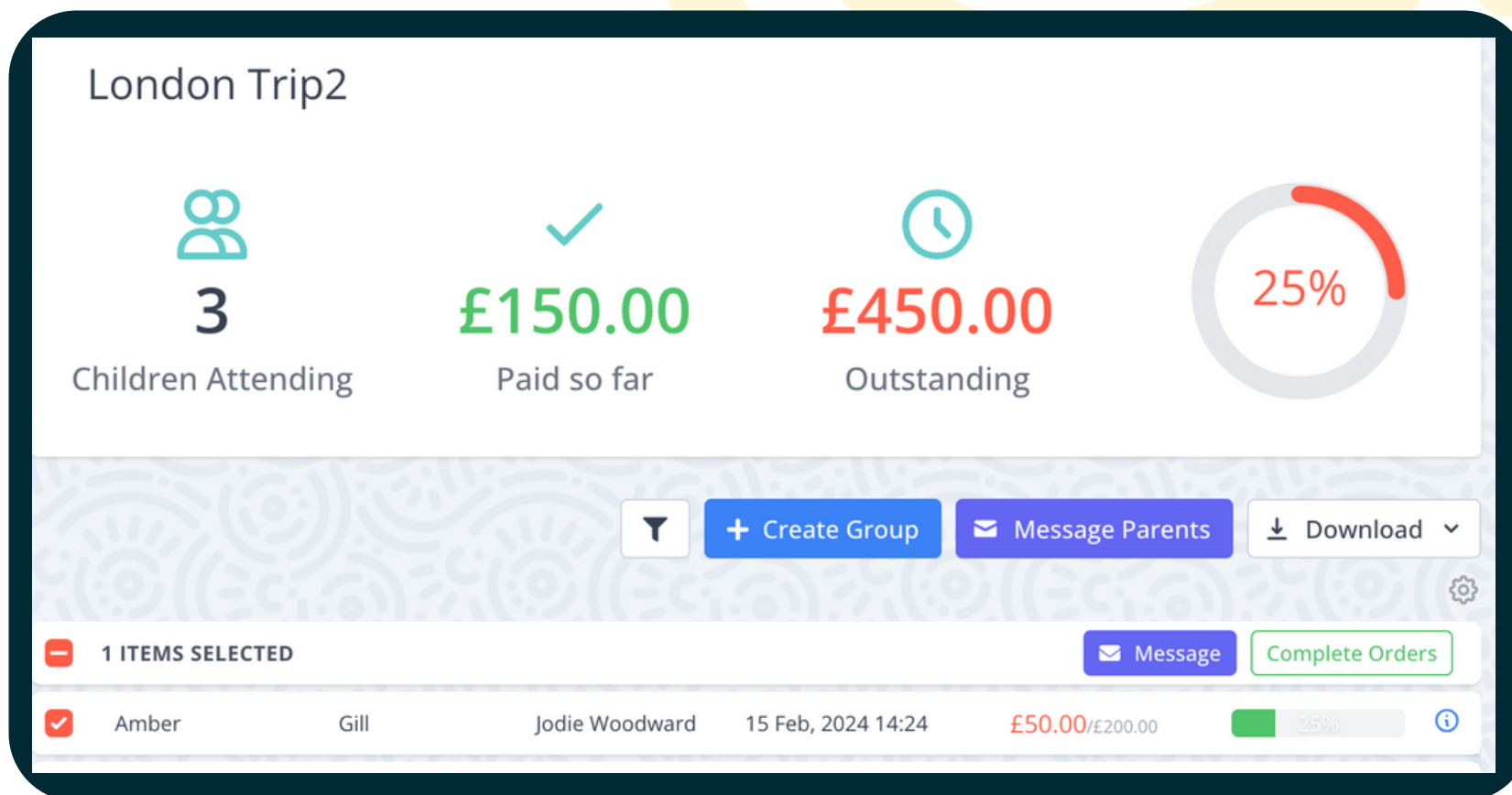
Attendance registers

Manage Today's Attendance

📅 After School Club		0 Unprocessed	0 Absent	0 Attended	Manage ›
🍴 School Meals		3 Unprocessed	0 Absent	0 Attended	Manage ›

View and **manage** your daily registers, here you can mark pupils as **attended**, authorised **absent** or an unauthorised absent. You can also **add** or **remove** pupils, process refunds AND **message** parents.

Trip manager

SchoolSpider

London Trip2

3
Children Attending

£150.00
Paid so far

£450.00
Outstanding

25%

▼ + Create Group ✉ Message Parents ↓ Download ▼

⚙

1 ITEMS SELECTED ✉ Message Complete Orders

☑ Amber Gill Jodie Woodward 15 Feb, 2024 14:24 £50.00/£200.00 25% ⓘ

Our trip manager makes it super simple to **view upcoming** payments and balances.
You can **complete** your orders and also use this tool to **chase** payments or **download**
attendance **registers**.

You can set up payment instalments with how much and when they are due.

Invoicing parents

If you need to charge parents for something you can do this via an invoice. This can be done via the parent profile where you can also **process cash payments**, or via the purchases and attendance area.
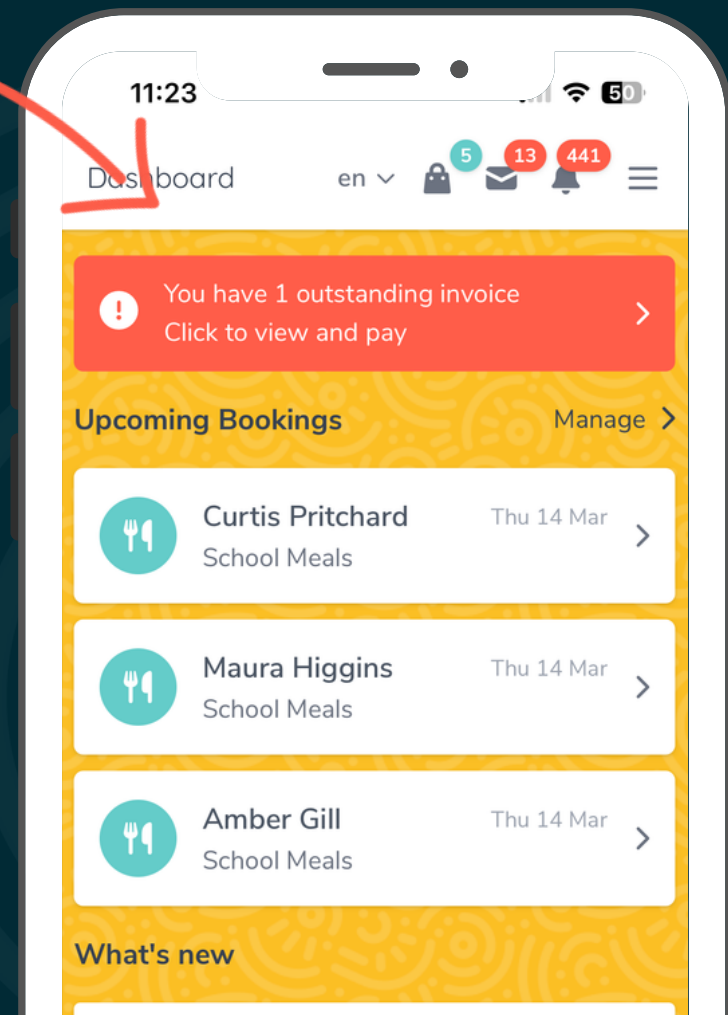
Confirm adding pupils to attendance

Guardian	Items	Total	Available Balance	Will use balance	
Jodie Woodward	2	£0.00	£8.50	✅	⌄
Chelsea Lawler	1	£0.00	£0.00	✅	⌄
Eric Blyton	1	£0.00	£0.00	✅	⌄

An order will be created for guardians with the available balance. Guardians where the balance is insufficient an invoice will be created.

Cancel   Confirm

11:23

Dashboard   en ⌄   🔒⁵ ✉¹³ 🔔⁴⁴¹ ☰

⚠ You have 1 outstanding invoice
Click to view and pay   ›

Upcoming Bookings   Manage ›

🍴 Curtis Pritchard   Thu 14 Mar ›
School Meals

🍴 Maura Higgins   Thu 14 Mar ›
School Meals

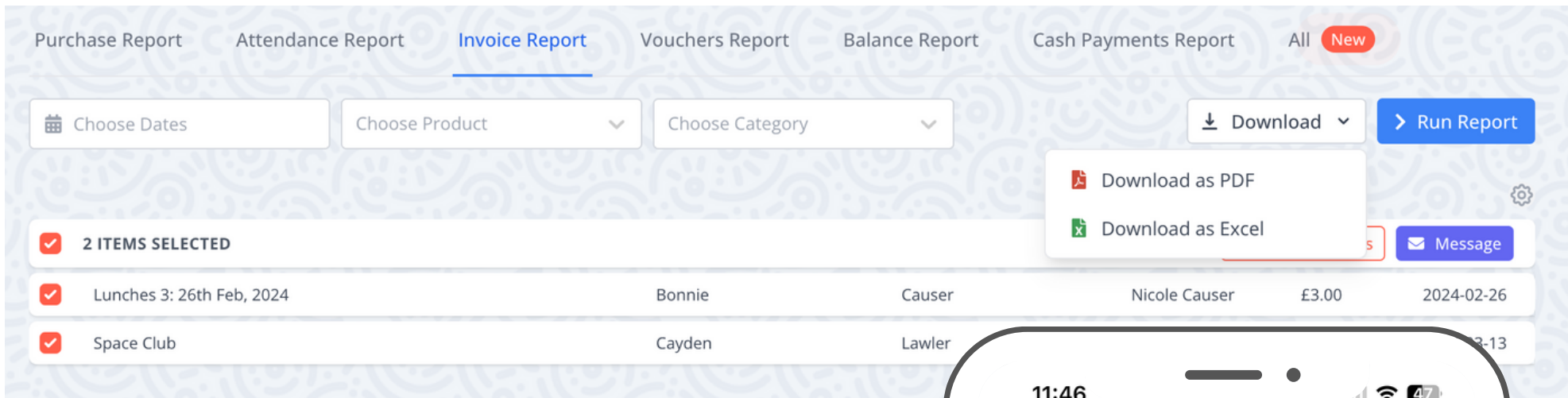🍴 Amber Gill   Thu 14 Mar ›
School Meals

What's new

Chasing invoices is simple, check out our reports section next to find out how!
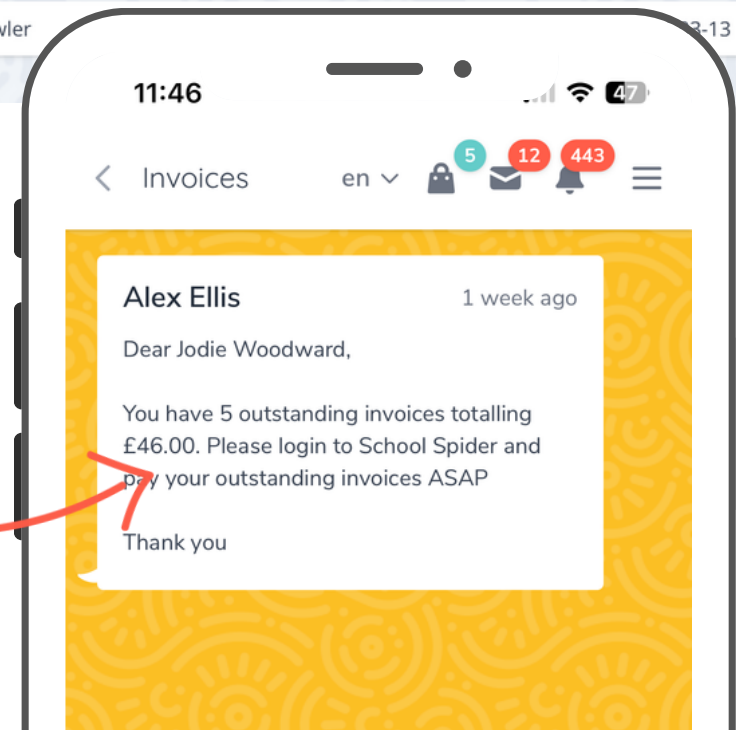
Reports and downloads

We have an extremely extensive and in depth reporting section. You can run reports on just about everything and then download these with ease at any time via PDF or Excel.

| Purchase Report | Attendance Report | **Invoice Report** | Vouchers Report | Balance Report | Cash Payments Report | All | New |

| Choose Dates | Choose Product | Choose Category | | Download | Run Report |

Download as PDF
Download as Excel

✓	**2 ITEMS SELECTED**					Message
✓	Lunches 3: 26th Feb, 2024	Bonnie	Causer	Nicole Causer	£3.00	2024-02-26
✓	Space Club	Cayden	Lawler			3-13

All of our reports have the option to select and then **message parents** based upon these results. A great way to chase invoices, especially with our **personalise merge tags** so you can **chase all invoices** in one click!

11:46

Invoices   en

Alex Ellis   1 week ago

Dear Jodie Woodward,

You have 5 outstanding invoices totalling £46.00. Please login to School Spider and pay your outstanding invoices ASAP

Thank you

Exporting funds

Our export process is in 3 parts; when your parents make orders your money goes into one pot (1), as you process your orders or mark your attendance, the funds for those orders move into a "ready to go" pot (2) and when you request the export this money is then sent to the relevant bank account/s you have connected with us (3).

Money from parent purchases

Money from processed orders

Export to chosen account/s

You can set up to 2 bank accounts to receive funds. When you create your products you select which bank account the funds for these orders will be processed into.

Training and support

Wondering how you would transition to a new system? Or setting up from cash to cashless? We offer a really in depth support package to ensure that you have a smooth onboarding.

Initial online training

Book a 1-2-1 session with your dedicated payments specialist for staff training on exactly how to use and set up the new system.

Transition and set up support

We're on hand to help you set up or transition old products into the new system before you launch to your parents. If you are brand new to the parents area, we also do full training and integration with your MIS completely free of charge.

Ongoing support and training

We'll continue to offer you support and training when you need it, whether it's an online meeting, live chat, phone call or email so you never need to struggle your way through a problem.

![SchoolSpider]

The next steps

Thanks for your interest in School Spider payments. If you would like to learn more about how we could integrate with your school, book a call or watch our introduction video below.

Consultation call

Book a 15 minute consultation with our payment specialist.

View Calendar

Watch our introduction video

An introduction to the parent payment system and how it works.

Watch Video

SchoolSpider

www.schoolspider.co.uk