

Log in guide for School Money app - Teachers 2 Parents



Step 1: First you will need to open your App Store or Google Play on your smart phone.

Step 2: Search for the app Teachers 2 Parents. You should see a logo that looks like this. 

Step 3: Download the app on to your smart phone.

Step 4: Open the app. It will ask you if you would like to receive notifications, please select Allow.

Step 5: You will then be asked to enter your mobile phone number, this MUST be the same number that we hold on your School Money account. Please contact school to see which number is registered if you are unsure.

Step 6: You will then be asked to enter a verification code, this code will have been sent via text message to the mobile phone number that we hold on your School Money account (this should be the same number that you entered above).

Step 7: You are now logged in.

Booking Dinners through the Teachers 2 Parents app

Step 1: From the main menu select the burger menu from the top corner, it looks like this. 

Step 2: Please select the Dinners option from the drop down menu.

Step 3: You will see your child's name in the green tab at the top of the screen, if you have more than one child you can scroll left and right to view another child and manage their bookings.

Step 4: Under each child's name you will see menus which are dated, this shows you the week that menu is for.

Step 5: Select one of the menus and make a meal selection for each day that you want your child to have a school dinner. When you are finished, please select the + symbol at the bottom of that menu. This will add your bookings to the basket (top corner). Once your menu has been added to the basket you will need to 'check out' before your child's lunches will be booked. **Note - you can add more than one menu to the basket and for multiple children before checking out.**

Step 6: When you are ready to check out please select your basket and then select **PAY**. It is very important that you follow this step even if your child is free school meals and the balance is £0, as your child's dinners will not be booked until the basket is 'checked out'.

Step 7: Check that your dinners have been booked. All menus that have been booked will show the word booked in green underneath like this.

School Dinners
W/C Mon 1st Mar 2021
Booked
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