



PARENT GUIDE To childcare voucher payments

You can now upload and apply vouchers to your payments within School Spider.

This can be uploaded in all formats but check with your school whether they have their own guidelines and rules to accept vouchers.



Add items to cart

Go to the bookings and payment section and add your items to your cart to checkout.

Eligible vouchers

Items which are eligible for voucher discounts will show in your cart with an "add voucher" button. This is set by the school

Upload your voucher

Select "add voucher" and upload what you have. This will allow all formats but check with the school if they have requirements.

Confirm & checkout your basket

Once your voucher has been uploaded it will deduct the amount from your basket. This may be partially if the voucher does not cover the full amount, or you may end up with a zero balance.

Press checkout to confirm your order and the order will be sent to the school to verify your voucher.

If there is a remaining balance on your voucher, it will be saved to use later.



💩 SchoolSpider

View & upload

vouchers to your account

You do not have to wait to make a purchase to upload your voucher.

You can upload these at any time and view any curent vouchers and balance.

Your school may require you to upload vouchers BEFORE purchases so these can be approved.



🍪 **School**Spider

Voucher Approval

¥ 📢 Dashboard 14:11 Notifications < Order 7-5 Voucher has been Approved Voucher for £60.00 has been approved. 45 seconds ago Notifications Mark all as read New Order Purchase receipt 7-4 Voucher has been Rejected Voucher for £600.00 has been rejected. Reason: The amount is not correct New Order 2 seconds ago Purchase receipt 7-3 New Invoice You have new invoice for Tilly Elwood . New Invoice Newton Elwood 24 New Invoice Thu 17 Nov You have new invoice for Tilly Elwood Surveys Newton Elwood £0.00 £8.00 5th Dec, 2022 Tillu Elwood Jodie Woodward Photography Require Tilly Elwood £0.00 £8.00 5th Dec. 2022 AА parents.schoolsp ٢٦ Newton Elwood £0.00 £8.00 7th Dec, 2022 Ç parents.schoolspider.dev AA ስ m

When you upload a voucher it will be sent to the school to approve or reject, so make sure the information is correct.

ACCEPTED Vouchers

You will receive an app notification to confirm this has been marked as verified. No further action required.

REJECTED Vouchers

You will receive an app notification to say this been rejected and why. If you have uploaded while making a purchase, you will then receive an invoice for all items on that order.



13:37

Rejected Vouchers Continued









Invoices Click to view all invoices

Add to basket View and add all to your basket

Add new voucher Upload your voucher again here

Use balance

Tick to use any account balance





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