



A beginners guide to using School Switch

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How to use School Switch

What you will need before you start

- a copy of your electricity or gas bill to hand (this will have all your meter details on it)
- a School Switch account - [register on the School Switch website to create an account](#)
- our guidance documents available for reference - you can find these documents by clicking on the 'help' button in the top right-hand corner of the homepage (this button will only be visible after you have logged into your account)
- at least 30 minutes to set up your meters

How to use School Switch

Step 1

Click on the 'register set up new meters' button in the bottom left hand corner of the homepage. This will take you to the new customer section.

Step 2

Complete the new customer section. The details you include will allow you to create and register an account. You will be able to use this account to manage your own school or portfolio of schools/academies.

Take a look at the key information table below to see the details you will need to set up your account.

Step 3

Click the 'add' button in the bottom right corner of the homepage to add a primary contact.

Once you have clicked the 'add' button you will need to provide the contact details for your primary contact.

This person will then be responsible for the energy supply contracts.

Step 4

You will then be asked to select the meter type from these 3 options:

- add electric sites
- add gas sites
- add gas and electric sites

You will need to select your meter type before moving on to the next steps.

Step 5

Confirm how many meters you have (this should be the total number of meters that you would like a quote for).

You will have two options to choose from. These are:

- less than 20 meters
- more than 20 meters

Select the option which applies to you.

If you select more than 20 meters, take a look at the Key Information section below for more guidance on what you will need to do next. You may need to take this route if you have less than 20 meters due to your meter volume.

Step 6

Search for the address of where the meter is located and select the MPAN/MPRN number for the meter.

If the MPAN/MPRN number is not showing you will need to enter the number into the search function available.

When you have entered the number, click the 'search' button and select your meters MPAN/MPRN number when it appears.

You can find the MPAN/MPRN number on your energy bill.

Step 7

You will be prompted to enter your meter details.

The 'Include Meter' tick box on the right hand side will need to be ticked before you can enter your meter information.

When you have finished, click 'save'.

Step 8

Once you have added the meters you will need to click the 'quote' button in the bottom right hand side of the page.

This will generate an instant quote (depending on the meter type and the amount of energy you are seeking).

Key information

You will need these details to register your account and to get a quote.

Key term	Description
Registered Number (No.)	Registered number can be an: <ul style="list-style-type: none">• organisation ID• establishment No.• URN No.• charity No.• company House No.
Standard Industrial Classification (SIC) description	When we ask you for your SIC description in step 2 you will need to put 'education' as your answer.
VAT Rate	This will show on your energy bill
MPAN/MPRN	This is a unique number allocated to your meter, this will show on your energy bill
20+ meters (this is for customers who selected 'more than 20 meters' in step 5)	<p>If you selected 'more than 20 meters' in step 5 you will have the option to download the multi-site template.</p> <p>You will then be able to bulk import (upload) the completed template to the page it was downloaded from.</p> <p>You can also upload the completed template to the 'my meters' section of the website. Quotes can be returned in a minimum of 3 working days.</p>

Glossary terms

We have created a table glossary to help explain how these terms are used and what they mean. These are terms that you will see on our website, on your energy bill and in our multi-site template.

Fuel type: electricity

Term used on website, energy bill or multi-site template	Calculation (how your electricity usage is calculated)	Energy bill information
Usage	kWh/year	<p>The 'usage' figure is usually on the second page of your energy bill. The usage breakdown shows you how many kWh have been used, along with the most recent meter reading and cost per kWh.</p> <p>The 'billing period' shows what time period the bill covers, whether it's a monthly, quarterly or annual statement.</p> <p>The 'energy' used figure would be stated in pounds spent and should show whether it's based on a recent meter reading or estimate.</p>
Standing charge	Pence Per Day	The daily standing charge depends on your energy supplier, it's the cost of keeping your building(s) connected to the grid.
Unit rate	Pence/kWh	The price you will pay per unit, measured in kilowatt hours (kWh) of energy.
ElecDayUnitRate (multi-site template)	Pence/kWh	The Price for the electricity unit rate of the Day/Weekday/Single kWh of the annual consumption (usage)
ElecDayKWh (multi-site template)	kWh	The consumption (usage) for the electricity unit rate of the Day/Weekday/Single kWh of the annual consumption
ElecEveningUnitRate (multi-site template)	Pence/kWh	The Price for the electricity evening/weekend rate tariff
ElecEveningKWh (multi-site template)	kWh	Consumption (usage) for electricity evening/weekend kWh
Available supply capacity (HH meters)	KVA	The Maximum Demand and the amount of electricity the local DNO (Distribution Network Operator) must make available to your site at any one time.

Fuel type: gas

Term used on website, energy bill or multi-site template	Calculation (how your gas usage is calculated)	Energy bill information
Gas consumption	kWh	Your consumption (usage)
Standing charge	Pence per day	The daily standing charge depends on your energy supplier, it's the cost of keeping your building(s) connected to the grid.
Gas unit rate	Pence/kWh	The price for gas evening/weekend rate tariff

Contact information

School switch is here to help you achieve greater value for money when buying energy. If you have further questions, our help desk is open Monday to Friday 12pm to 4pm.

You can call us on 0333 1038 477
or you can **email our team**.