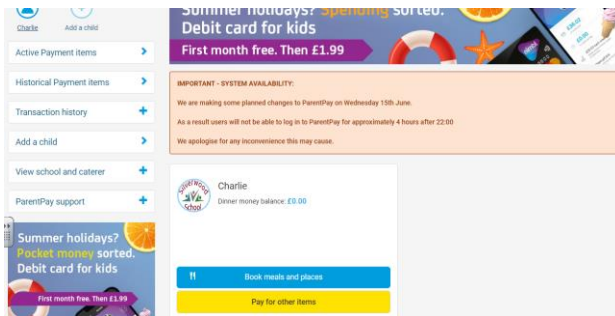


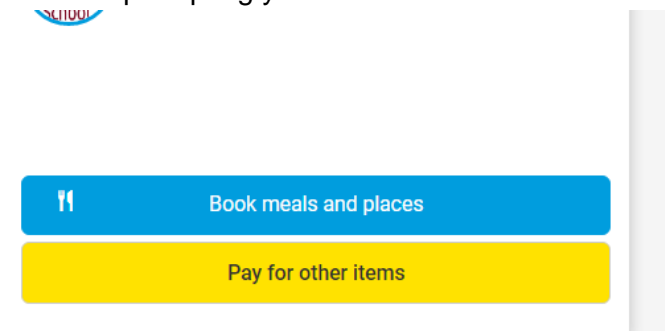
Parent Pay

Guide to Meal Bookings

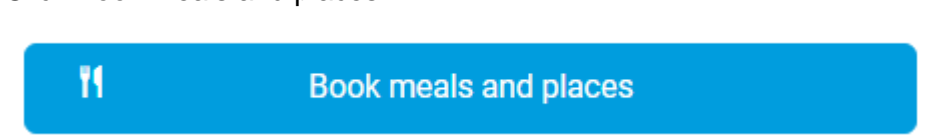
1. Upon activating your account you should see the home screen as below.



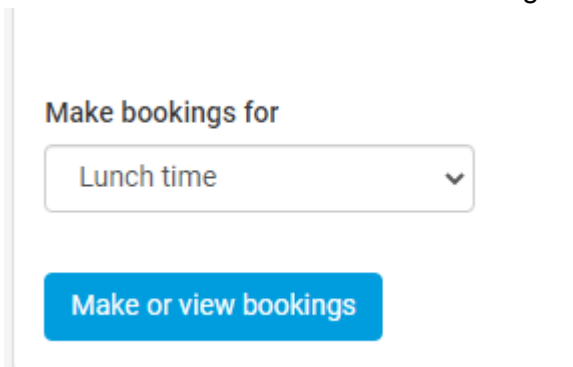
2. The blue tab labelled “Book Meals and places” is the tab to book meals (Free school meal places are also required to book and confirm meals) When there are other items to pay for such as school trips, activity week payments etc, the yellow tab labelled “Pay for other items” will have a number next to it prompting you to click on it.



3. Click Book meals and places.



4. Click the blue tab “ Make or view bookings”











































- Remember you can only book for the following week up until 12pm Wednesday. Click on the date for the week you wish to select meals for.

Week commencing

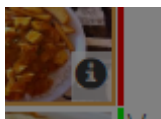
13 Jun 20 Jun 27 Jun 04 Jul 11 Jul 18 Jul

Select meals

- Choose one main and one desert for each day you wish to order meals for- once selected they will highlight in orange.


Monday 20	Tuesday 21	Wednesday 22	Thursday 23	Friday 24
<p>Main</p> <p>Chicken Tikka Masala With Rice </p> <p>Vegetable Hotpot </p> <p>Jacket Potato With Beans </p> <p>Jacket Potato With Cheese </p> <p>Jacket Potato With Tuna </p> <p>Dessert</p> <p>Pineapple Sponge </p> <p>Fresh Fruit Pot </p> <p>Yogurt </p>	<p>Main</p> <p>Shepherd's Pie </p> <p>Veg Chilli </p> <p>Jacket Potato With Beans </p> <p>Jacket Potato With Cheese </p> <p>Jacket Potato With Tuna </p> <p>Dessert</p> <p>Rice Pudding </p> <p>Fresh Fruit Pot </p> <p>Yogurt </p>	<p>Main</p> <p>Roast Chicken and Stuffing </p> <p>Veggie Roast </p> <p>Jacket Potato With Beans </p> <p>Jacket Potato With Cheese </p> <p>Jacket Potato With Tuna </p> <p>Dessert</p> <p>Flapjack </p> <p>Fresh Fruit Pot </p> <p>Yogurt </p>	<p>Main</p> <p>Meatballs And Pasta </p> <p>Cheese And Potato Pie </p> <p>Jacket Potato With Beans </p> <p>Jacket Potato With Cheese </p> <p>Jacket Potato With Tuna </p> <p>Dessert</p> <p>Chocolate Sponge </p> <p>Fresh Fruit Pot </p> <p>Yogurt </p>	<p>Main</p> <p>Battered Cod And Chips </p> <p>Veg And Spinach Balti </p> <p>Jacket Potato With Beans </p> <p>Jacket Potato With Cheese </p> <p>Jacket Potato With Tuna </p> <p>Dessert</p> <p>Arctic Roll </p> <p>Fresh Fruit Pot </p> <p>Yogurt </p>

- On each dish is a small "i" symbol- if you click on this it will detail any allergens in the dish



It will open up a separate tab listing them all. Just click close when you have read them

Chicken Tikka Masala With Rice



Allergens: Milk

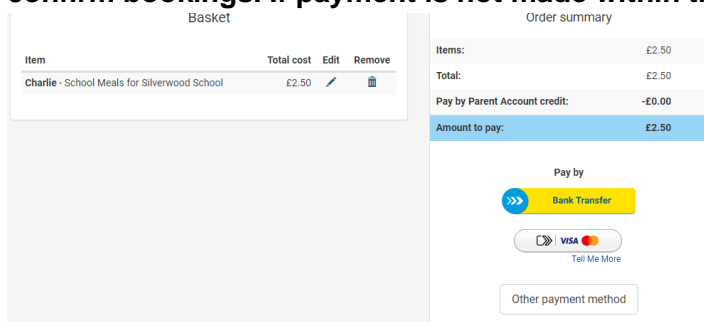
Close

- Once each meal selected scroll down to the bottom right hand corner and click "confirm bookings". Then go back and order the following day and repeat the process until all meals required are ordered. You are able to book meals for the entire term should you wish to. (free school meals still need to be confirmed but balance will state 0.00 to pay)

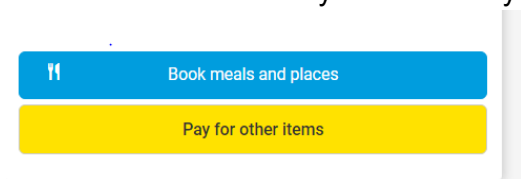
Amount to pay: £2.50

Confirm bookings

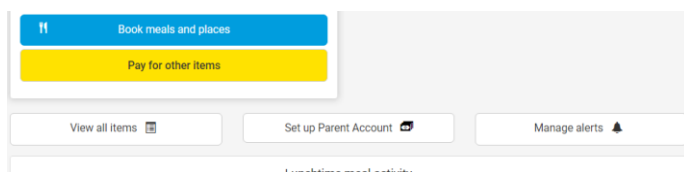
9. This will take you to the payment screen- **Please note you have 2 hours to make payment and confirm bookings. If payment is not made within this time meals will be cancelled.**



10. If for any reason you miss the cut of period (12pm Wednesday for the following week) the school can order meals on behalf of your child. There is a limit of **2 meals/£5** that can be ordered before the outstanding balance must be paid. If the school have done this when you log in you will have a red number 1 next to the yellow tab “Pay for other items”



11. In order to receive notification via email (text is not currently available) Please scroll down the page to this section and click on “Manage alerts”.



Please ensure that this balance is cleared at the earliest point to stop restrictions on your account.

12. Click the box underneath email until it turns blue for every section. This will ensure you are notified when a new item is added concerning your child.

Balance alerts ?

Payment item	Child	Threshold	Email	Text
School Meals for Silverwood School	Charlie	£ 5.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

New item alerts ?

Child	Email	Text
Charlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Cheque/cash alerts ?

Child	Email	Text
Charlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>

PayPoint alerts ?

Child	Email	Text
Charlie	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Message alerts ?

School	Text
	<input type="checkbox"/>