



# ParentMail

## A Guide to Ordering Your Child's School Dinner

- It is advisable to download the ParentMail app on your mobile phone
- From the main menu click payments
- At the bottom of the next page click shop
- Find the correct week e.g. week 1, (this will be advertised on the newsletter each week) and click on this
- There will be 5 selections per day. Choose one item for Monday and **click add to basket**
- You will then need to go back in to the correct week and select an option for Tuesday and click add to basket and so on.
- You will only need to order for the days your child is having a school dinner. If there is no order, we will assume your child has a packed lunch.
- When you have completed the week's order click basket at the bottom of the page.
- Follow the instructions to either pay by card or PayPal.

Dinners need to be ordered and paid for online by 9am each day. If a child is expecting a school dinner but one has not been ordered, he/she will be asked to return at the end of lunch and will be offered from what is left. This ensures that those that have ordered a school dinner get what they have requested. (Please check your history if you are unsure of any bookings already made.)

If you require any help with this service, please do come to the school office where we are more than happy to assist.

Thank you