

ParentMail Guide

Once you log in to ParentMail you need to check the menu on the left-hand side – accounts are where school meals can be ordered from.

All other items e.g. trip, water bottles etc can be found in payments.

School Meals should be ordered 2 days in advance – i.e. order Saturday for a Monday dinner.

A calendar will appear. Click on the week you require and the menu options for that week will appear.

Week beginning 07/10/2019

7th Mon	8th Tue	9th Wed	10th Thu	11th Fri	12th Sat	13th Sun
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Week beginning 14/10/2019

14th Mon	15th Tue	16th Wed	17th Thu	18th Fri	19th Sat	20th Sun
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 Purchased  In Basket  Unavailable

Monday 14th October

Monday

No Choice

Seadog (Chunky Fish Finger in an American Long Roll)

Quorn Dog (Frankfurter Style in an American Long Roll)

Jacket Potato with Tuna Mayo and Sweetcorn

Tuesday 15th October

- 'No Choice' is the default option. Click on the item you would like on each day and select 'Pay Now' at the bottom of the screen, this will take you to review your purchases, and click confirm at the bottom of the screen. This will now have moved to your basket.

- You can either continue to purchase other days or other items e.g. trips etc in the Payments section, and then check out when you are finished.

If you miss the cut off for School dinners and your child does not have a packed lunch with them they will be given whatever hot food is available on that day and an invoice will be sent.