



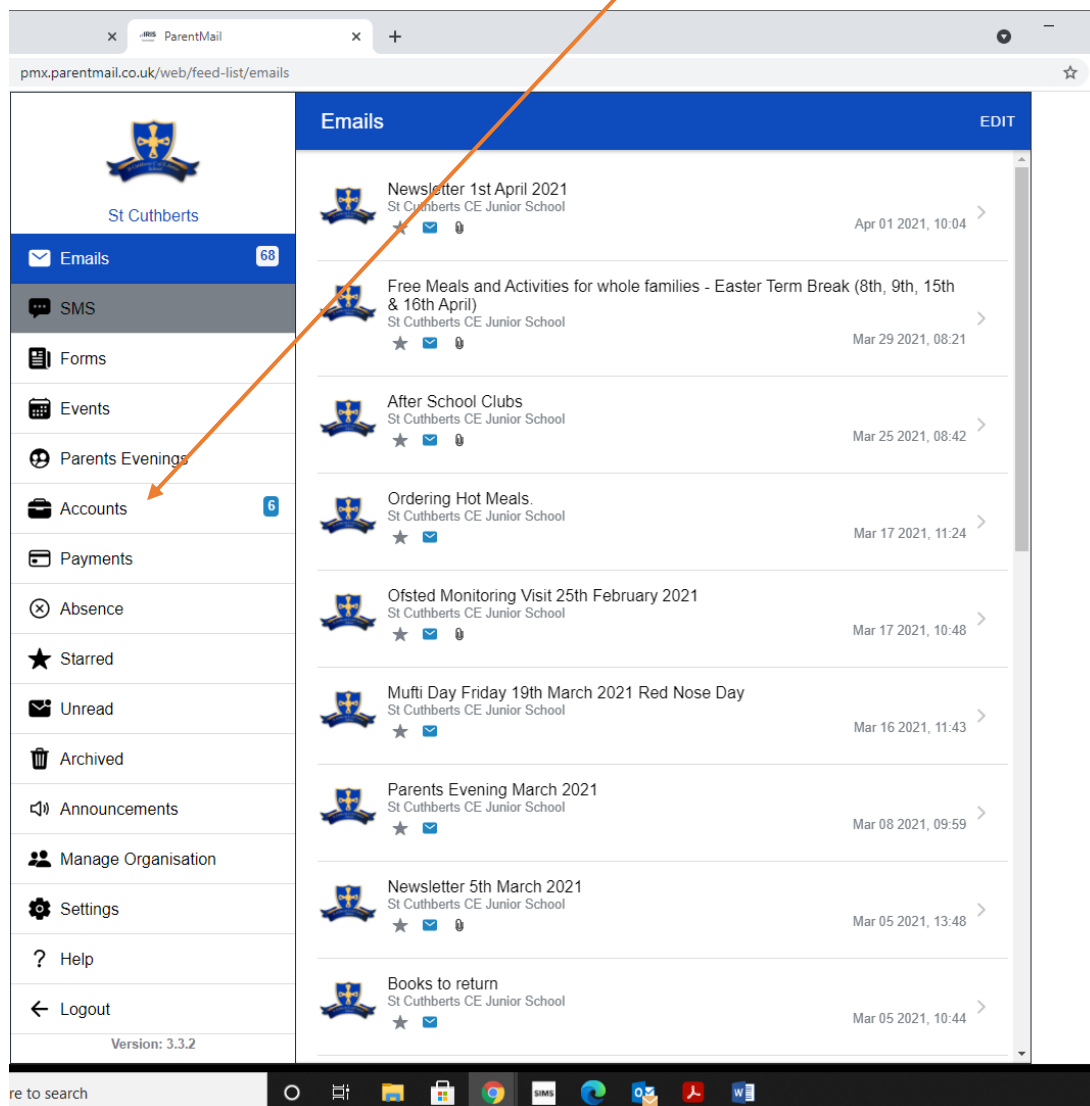
How to book/pay for Hot Meals and Breakfast Club via ParentMail

UPDATED JUNE 2022

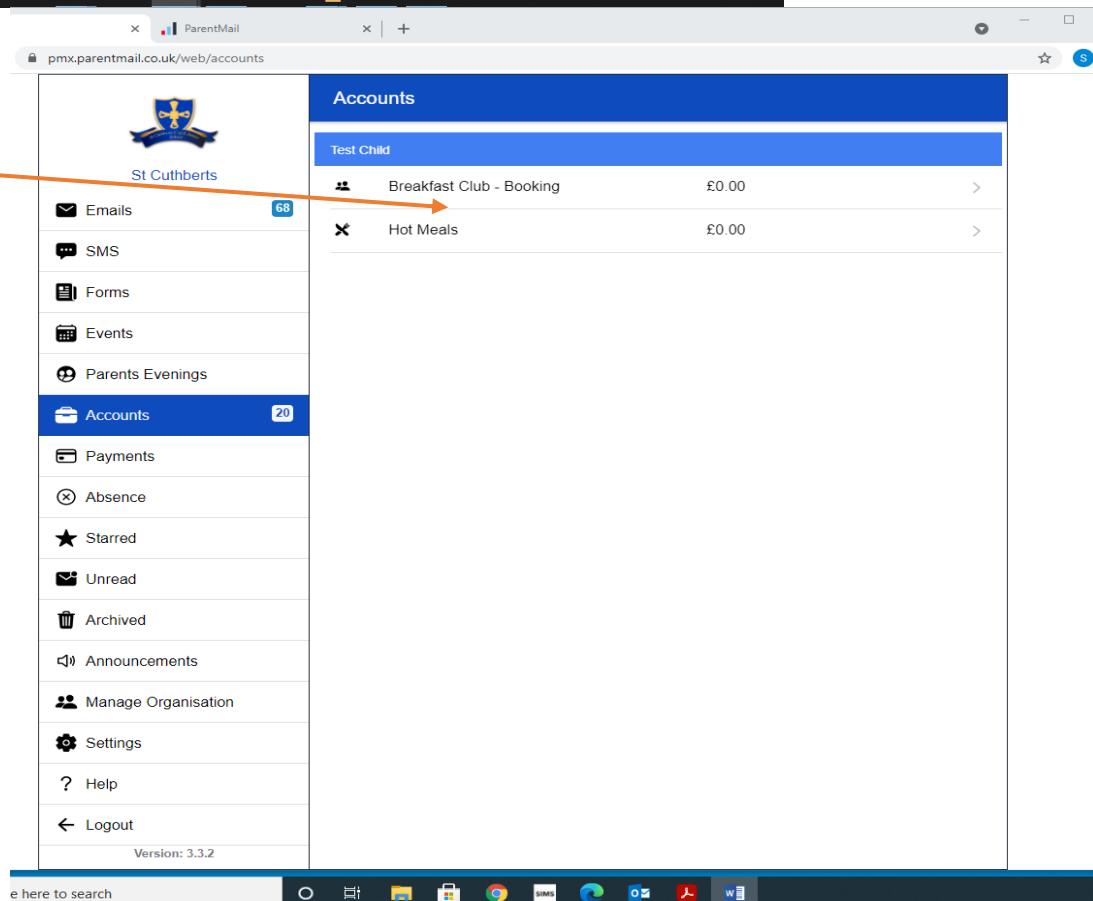
HELEN SINGLETON

To book Hot Meals or Breakfast Club Via ParentMail June 2022

1. Click on Accounts on the main menu



2. Choose either Breakfast Club or Hot Meals



To book Hot Meals or Breakfast Club Via ParentMail June 2022

Hot Meals

Click the Monday of the week you want to order.

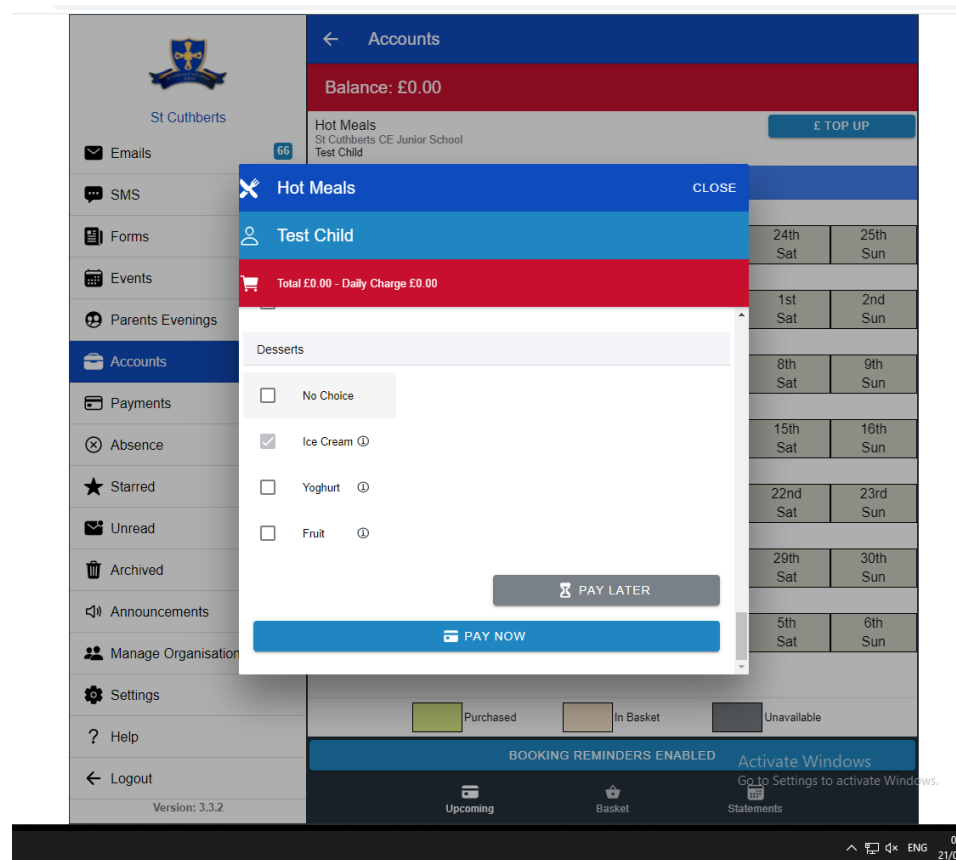
The screenshot shows the ParentMail 'Accounts' page for St Cuthberts. The left sidebar contains navigation links: Emails (68), SMS, Forms, Events, Parents Evenings, Accounts (20), Payments, Absence, Starred, Unread, Archived, Announcements, Manage Organisation, Settings, Help, and Logout. The main content area displays the 'Hot Meals' section for 'Test Child' with a balance of £0.00. Below this, 'Meal Selections (Daily Charge: £0.00)' are shown for several weeks. The week beginning 26/04/2021 is highlighted, with the 26th (Monday) selected. A legend indicates 'Purchased' (green), 'In Basket' (orange), and 'Unavailable' (grey). At the bottom, it states 'BOOKING REMINDERS ENABLED' and shows 'Upcoming', 'Basket', and 'Statements' buttons.

This will give the week options, scroll down to order for each day

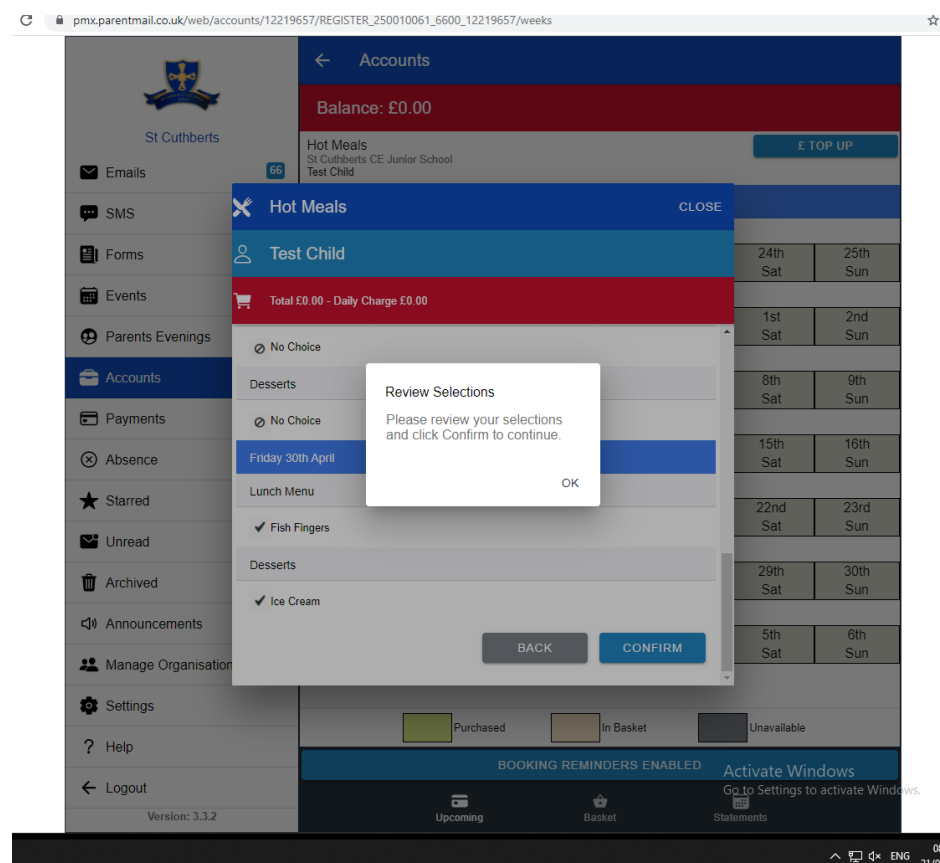
This screenshot shows the 'Hot Meals' selection modal for 'Test Child' on Monday 26th April. The modal displays the 'Total £0.00 - Daily Charge £0.00' and provides options for the 'Lunch Menu' and 'Desserts Menu'. The 'Lunch Menu' includes 'No Choice' (selected), 'Bacon Pesto Pasta', 'Vegan Sausage Roll', and 'Jacket Potato & Cheese'. The 'Desserts Menu' also has 'No Choice' selected. The background shows the same meal selection calendar as the previous screenshot, with the 26th (Monday) highlighted.

To book Hot Meals or Breakfast Club Via ParentMail June 2022

When you have completed your choices scroll to the bottom of the list and choose either pay later or pay now. If you want to pay for the whole half term in one go choose pay later



Then confirm your selections



To book Hot Meals or Breakfast Club Via ParentMail June 2022

Once you have confirmed the selections the day will go green showing that you have ordered meals for that day

The screenshot shows the 'Accounts' screen of the St Cuthberts app. A white dialog box with the text 'Thank You' and 'Your selections have been processed' is centered over the screen, with an 'OK' button at the bottom right. The background shows the app's interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes options like Emails, SMS, Forms, Events, Parents Evenings, Accounts (highlighted), Payments, Absence, Starred, Unread, Archived, Announcements, Manage Organisation, Settings, Help, and Logout. The main content area displays the 'Accounts' section with a balance of £0.00, a 'Hot Meals' section, and a 'Meal Selections' table for the week beginning 19/04/2021. The table shows days of the week and their corresponding meal selections. A legend at the bottom indicates 'Purchased' (green), 'In Basket' (orange), and 'Unavailable' (grey). A 'BOOKING REMINDERS ENABLED' banner is also visible.

St Cuthberts

Accounts

Balance: £0.00

Hot Meals
St Cuthberts CE Junior School
Test Child

Meal Selections (Daily Charge: £0.00)

Week beginning 19/04/2021

19th Mon	20th Tue	21st Wed	22nd Thu	23rd Fri	24th Sat	25th Sun

Week beginning 26/04/2021

26th Mon	27th Tue	28th Wed	29th Thu	30th Fri	1st Sat	2nd Sun

Week beginning 03/05/2021

3rd Mon	4th Tue	5th Wed	6th Thu	7th Fri	8th Sat	9th Sun

Week beginning 10/05/2021

10th Mon	11th Tue	12th Wed	13th Thu	14th Fri	15th Sat	16th Sun

Week beginning 17/05/2021

17th Mon	18th Tue	19th Wed	20th Thu	21st Fri	22nd Sat	23rd Sun

Week beginning 24/05/2021

24th Mon	25th Tue	26th Wed	27th Thu	28th Fri	29th Sat	30th Sun

Week beginning 31/05/2021

31st Mon	1st Tue	2nd Wed	3rd Thu	4th Fri	5th Sat	6th Sun

Purchased In Basket Unavailable

BOOKING REMINDERS ENABLED

Activate Windows
Go to Settings to activate Windows.

Upcoming Basket Statements

Version: 3.3.2

ENG

If you pay for your meals your balance will show at the top of the page and to make a payment you need to click on the £Top Up bar

This screenshot is identical to the one above, but with two orange arrows added. One arrow points from the text 'If you pay for your meals your balance will show at the top of the page' to the 'Balance: £0.00' text. The second arrow points from the text 'and to make a payment you need to click on the £Top Up bar' to the '£ TOP UP' button.

St Cuthberts

Accounts

Balance: £0.00

Hot Meals
St Cuthberts CE Junior School
Test Child

Meal Selections (Daily Charge: £0.00)

Week beginning 19/04/2021

19th Mon	20th Tue	21st Wed	22nd Thu	23rd Fri	24th Sat	25th Sun

Week beginning 26/04/2021

26th Mon	27th Tue	28th Wed	29th Thu	30th Fri	1st Sat	2nd Sun

Week beginning 03/05/2021

3rd Mon	4th Tue	5th Wed	6th Thu	7th Fri	8th Sat	9th Sun

Week beginning 10/05/2021

10th Mon	11th Tue	12th Wed	13th Thu	14th Fri	15th Sat	16th Sun

Week beginning 17/05/2021

17th Mon	18th Tue	19th Wed	20th Thu	21st Fri	22nd Sat	23rd Sun

Week beginning 24/05/2021

24th Mon	25th Tue	26th Wed	27th Thu	28th Fri	29th Sat	30th Sun

Week beginning 31/05/2021

31st Mon	1st Tue	2nd Wed	3rd Thu	4th Fri	5th Sat	6th Sun

Purchased In Basket Unavailable

BOOKING REMINDERS ENABLED

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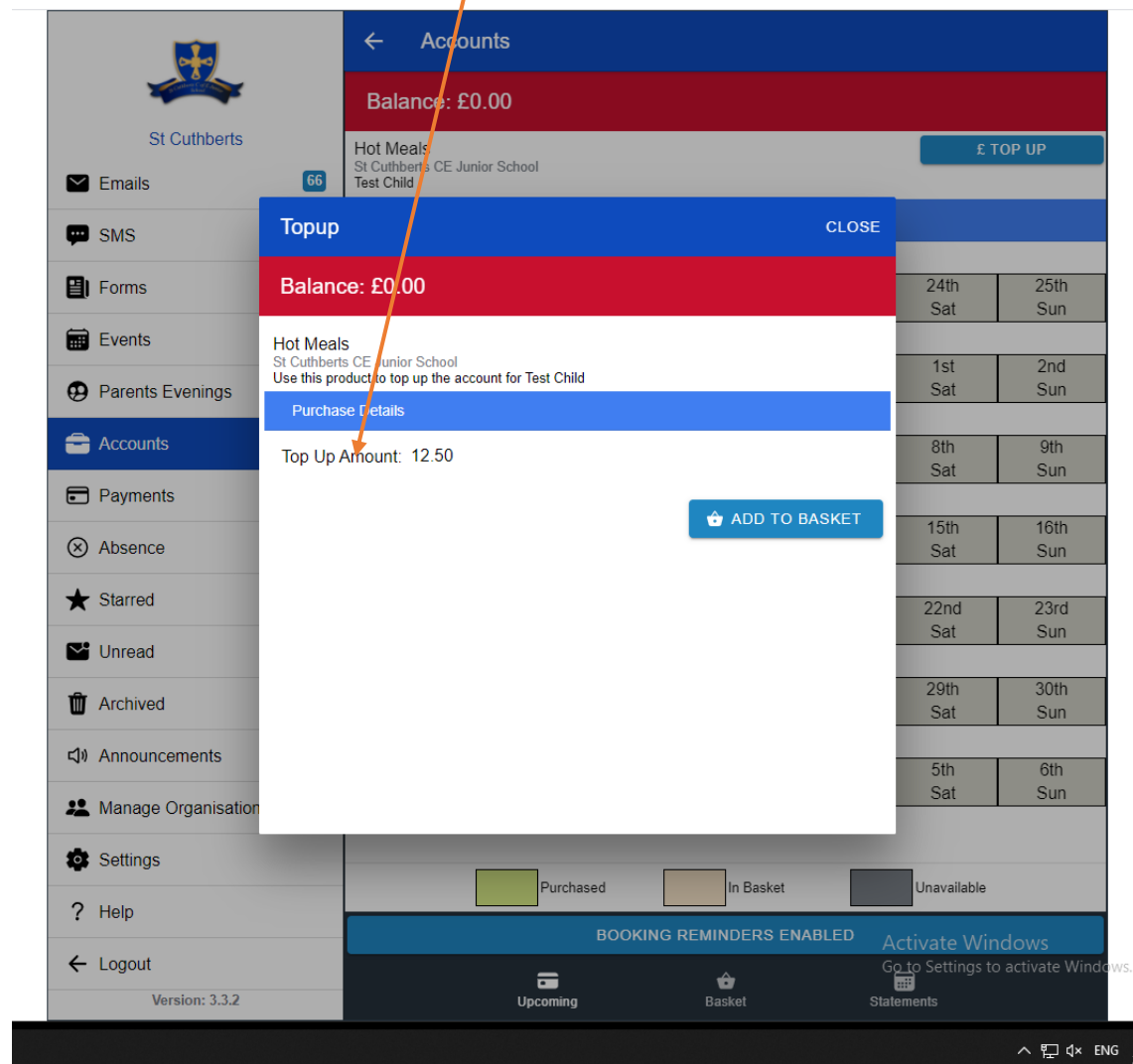
Upcoming Basket Statements

Version: 3.3.2

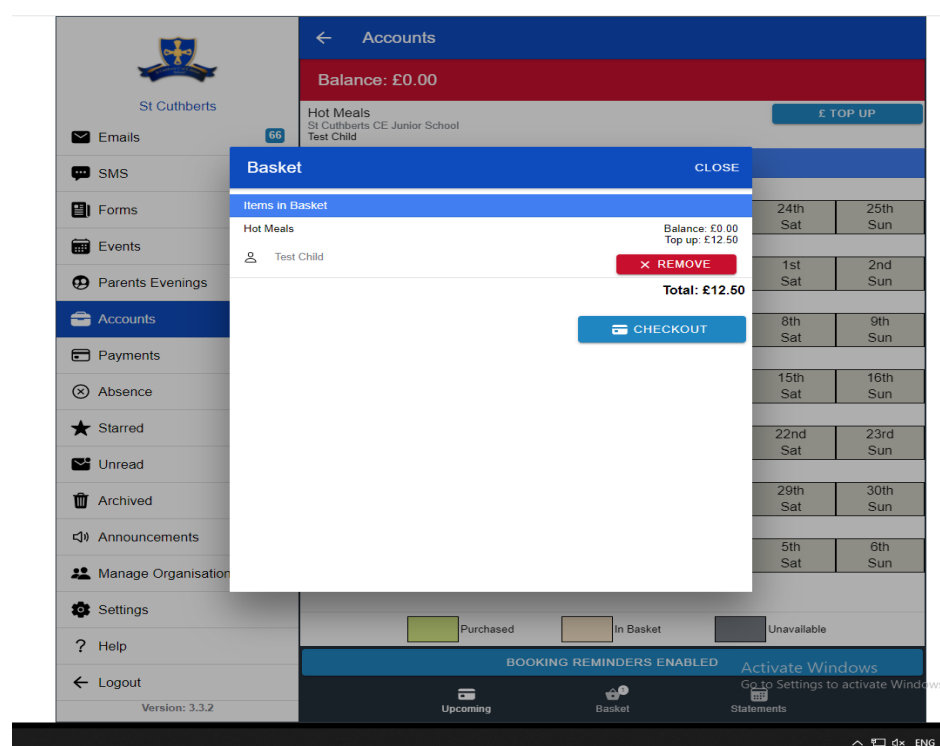
ENG

To book Hot Meals or Breakfast Club Via ParentMail June 2022

To make a payment click in the Top Up Amount and choose how much you would like to pay and add to basket

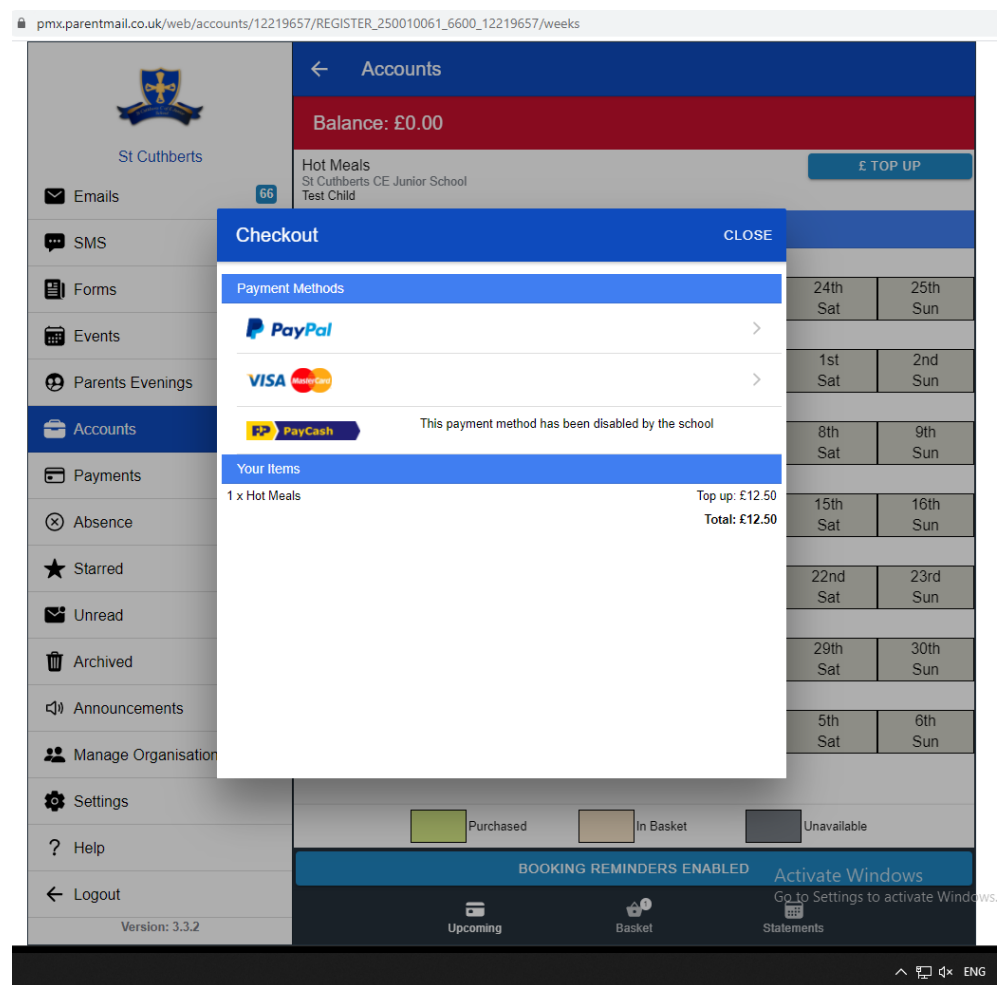


Check the amount and click on checkout.



To book Hot Meals or Breakfast Club Via ParentMail June 2022

Choose you payment method and follow the process through.

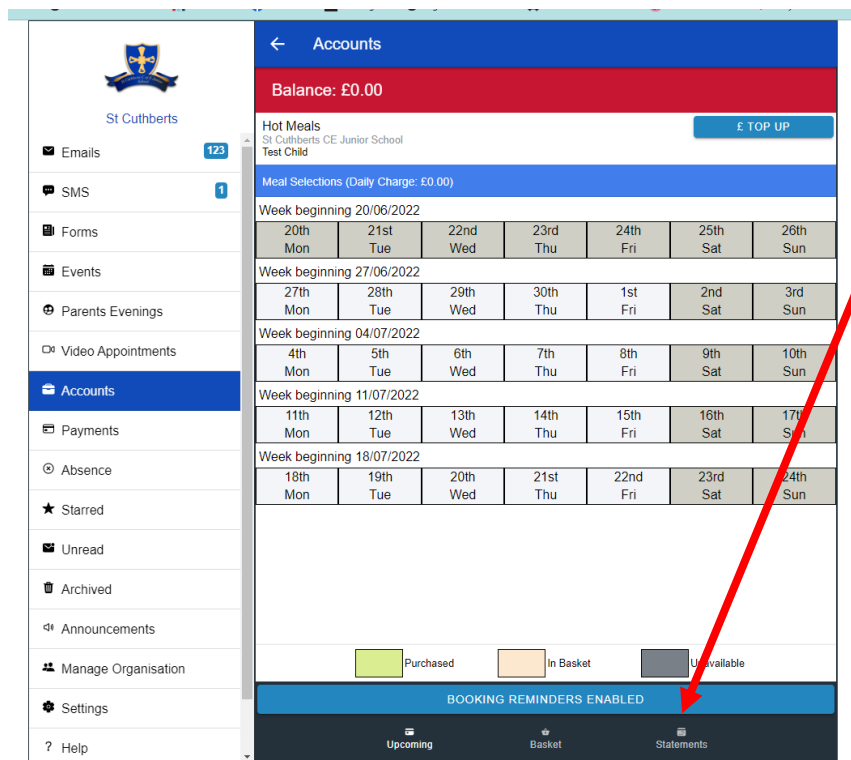


These examples are via ParentMail website, the app may look slightly different.

To Book Breakfast club you use the same process as above but choose the breakfast club option at point 2.

To book Hot Meals or Breakfast Club Via ParentMail June 2022

To check what days and choices you have booked

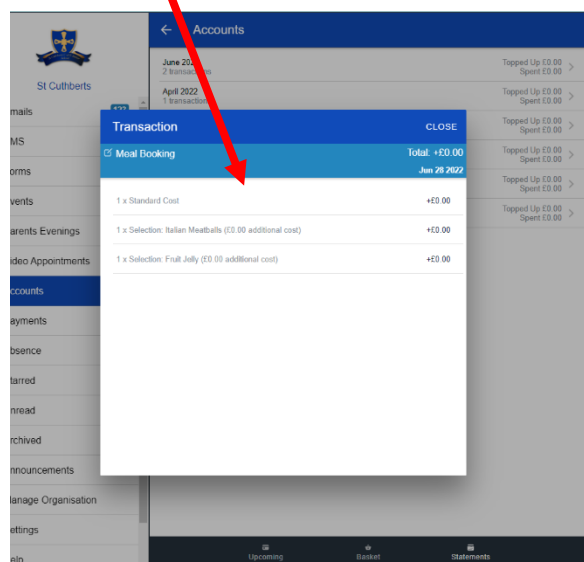
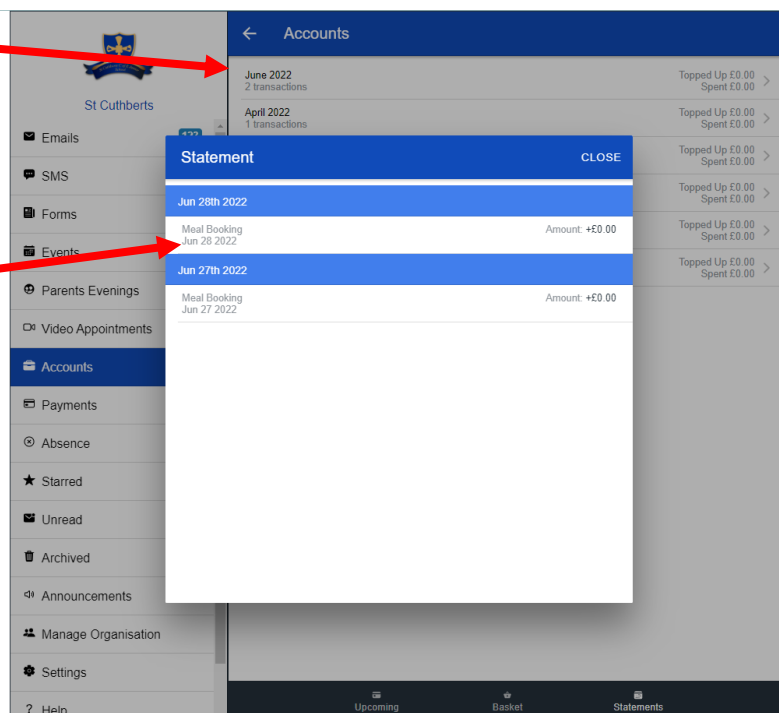


Click on Statement at the bottom of the page

Choose the month you want to check

Once you click on this the statement box pops up.

Click on the day and your choice will show.



Any problems please contact the school office and we will be happy to talk you through the process.

01749 678066