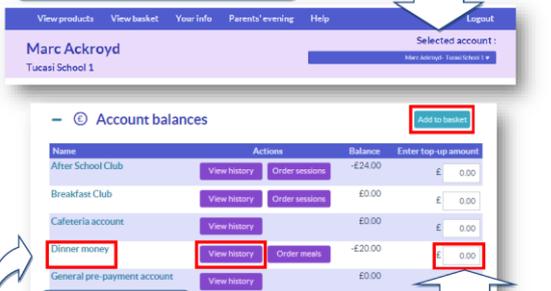


1. LOG IN to your account using the schools Online Ordering system.
2. Once you have logged into your child's online account, you will see an **Account Balances** section similar to the picture below.

**Important:** you must register before you can purchase an item online. Your school will provide you with a letter explaining the registration process.

1. Load your Internet browser and login to your account and select the pupil you wish to make a purchase for



You can click on the item name or the View history button to view further details

2. Top up an item by entering top-up amount you wish to pay and Add to basket

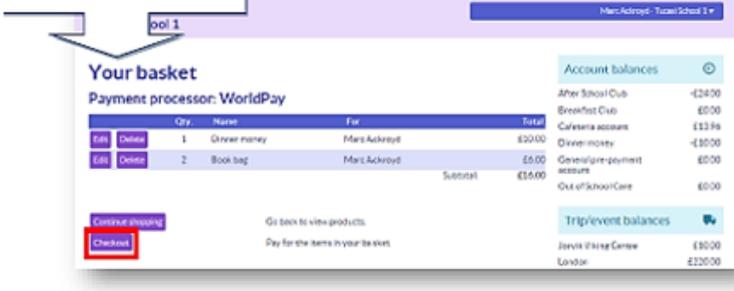
3. This will now be shown in your basket at the top right hand corner of the page. A 30p surcharge will be added to cover the debit card surcharge which is incurred as part of making an online transaction. As a publicly-funded school we are not able to absorb this surcharge and have to pass this charge on to you. However, you can use this system to pay for other costs such as trips, activities and school uniform which can be ordered and paid for at the same time as topping up your child's dinner money account. The 30p is added each time you buy from your basket, so by paying for lots of things at the same time will keep the surcharge down.

4. Once you have added any other items you wish to pay to your basket, click on view basket.

1. Click on View basket which is displayed on the right hand side of the screen



2. Check the items in your basket, edit if necessary and click on Checkout



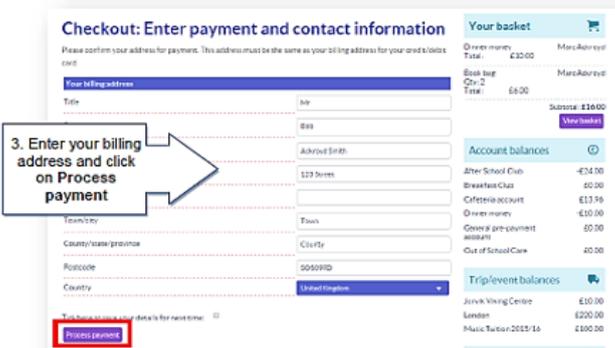
Account balances

Name	Balance	Enter top-up amount
After School Club	-£24.00	£ 0.00
Breakfast Club	£0.00	£ 0.00
Cafeteria account	£0.00	£ 0.00
Dinner money	-£20.00	£ 0.00
General pre-payment account	£0.00	

Trip/event balances

Juni's Living Centre	£10.00
London	£200.00
Music Tutor-2015/16	£100.00

3. Enter your billing address and click on Process payment



5. Follow the instructions on the Secure Payment page to complete your transaction.
6. You now have a credit balance with which you can order your child's meals.

- IF YOU HAVE MORE THAN ONE CHILD PLEASE MAKE SURE THAT YOU HAVE CREDIT ADDED FOR EACH CHILD'S ACCOUNT.

- Click on **View Products** at the top left hand side of the screen to return to the **Account Balances** screen.
- Now Click on **Order meals** in the Dinner Money section to open the **Dinner Money Calendar**.

9. When choosing your **meal type** you will need to enter *a relevant code* for the meal you would like, eg. if you choose a main meal use code A or for a Jacket Potato option choose code C, etc.

G	Away Day Vegetarian Meal	D	Meat Sandwich
C	Jacket Potato	F	Away Day Meat Meal
E	Vegetarian Sandwich	B	Vegetarian Meal
A	Main Meal	X	School closed

10. For a packed lunch for a school trip use codes G or F.

11. Select your meal option using the key provided and click on OK. Your meal for that day is now ordered. Repeat this process for any additional days.

12. We have included a copy of the menu with this letter. The menu can be found on our School Website under **Parents\Food from our Kitchen** along with a list of allergens. If you have any dietary concerns please email our Chef, Mrs Lisa Lowther, at [chef@ctsmk.org.uk](mailto:chef@ctsmk.org.uk)

This is a three-week menu which rotates weekly until Christmas.

Week beginning	Menu
1 <sup>st</sup> November	Week 1
7 <sup>th</sup> November	Week 2
14 <sup>th</sup> November	Week 3
21 <sup>st</sup> November	Week 1
28 <sup>th</sup> November	Week 2
5 <sup>th</sup> December	Week 3
12 <sup>th</sup> December	To be confirmed

In order to ensure that the food we provide is fresh and of a high quality we require seven days' notice of orders. The system will not allow you to order less than seven days in advance. **This means that if you wish to order a meal for your child for the 1<sup>st</sup> November you will need to have placed your order by 9am on Monday 24<sup>th</sup> October.**