<u>NEEDED TO BE COMPLETED BY ALL PUPILS HAVING A SCHOOL   MEAL</u>
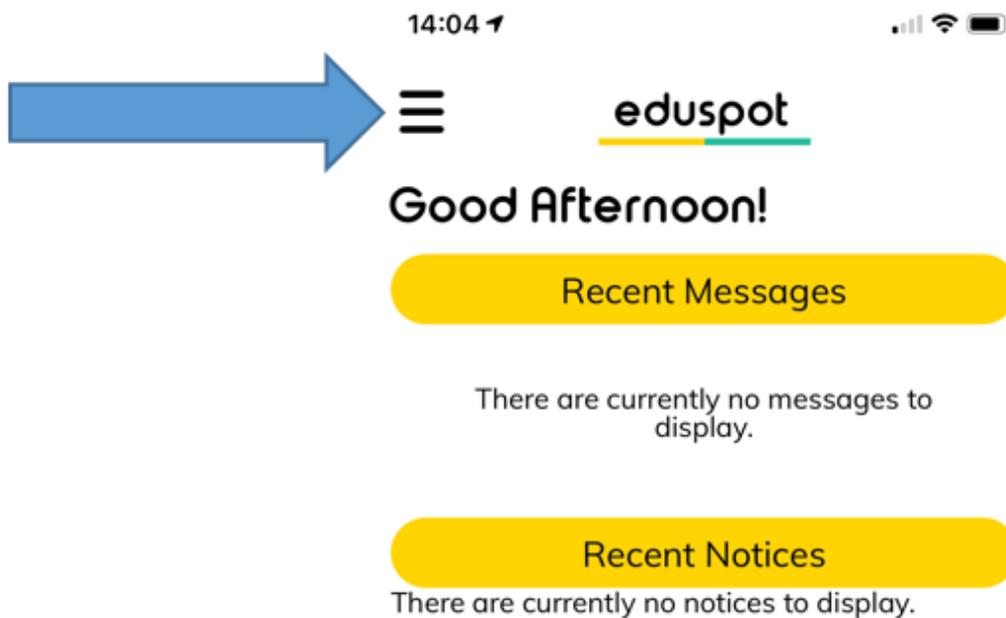
<u>How to Guide for booking a school meal/dinner using Teacher2Parents App</u>

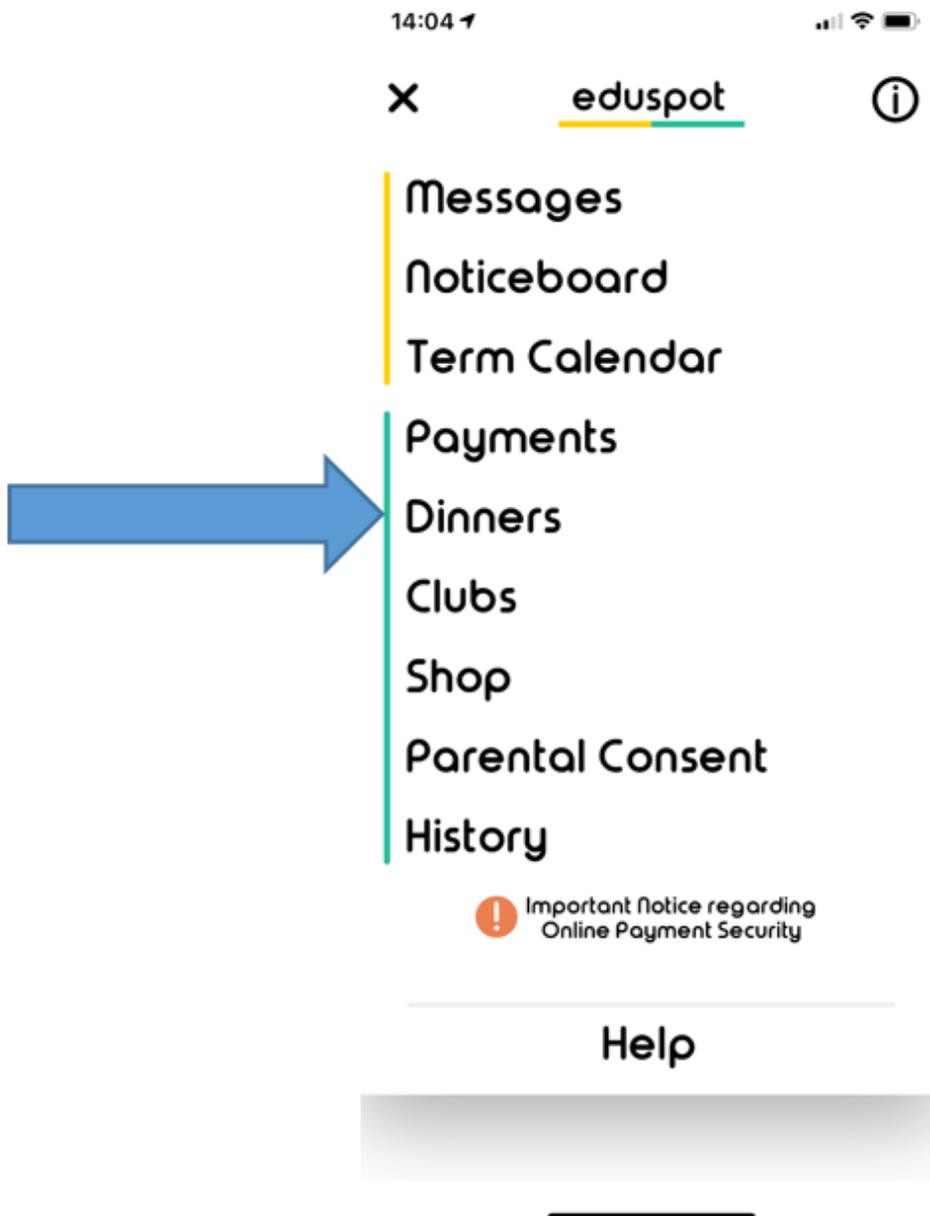***Please download the below App to your smartphone.***
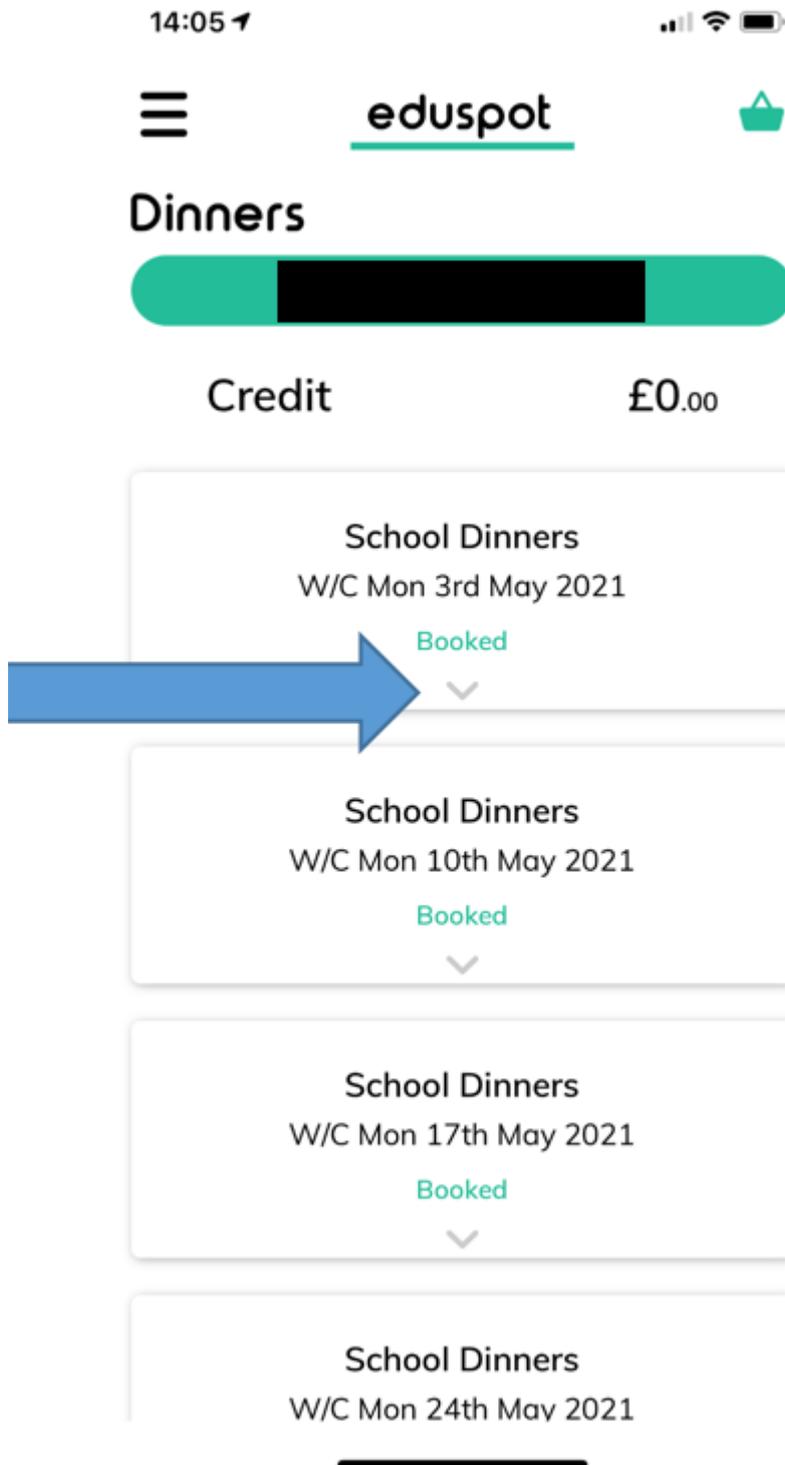
Teachers2Parents logo

1. When you first open the app you should see this screen, tap the 3 lines in the top left corner.
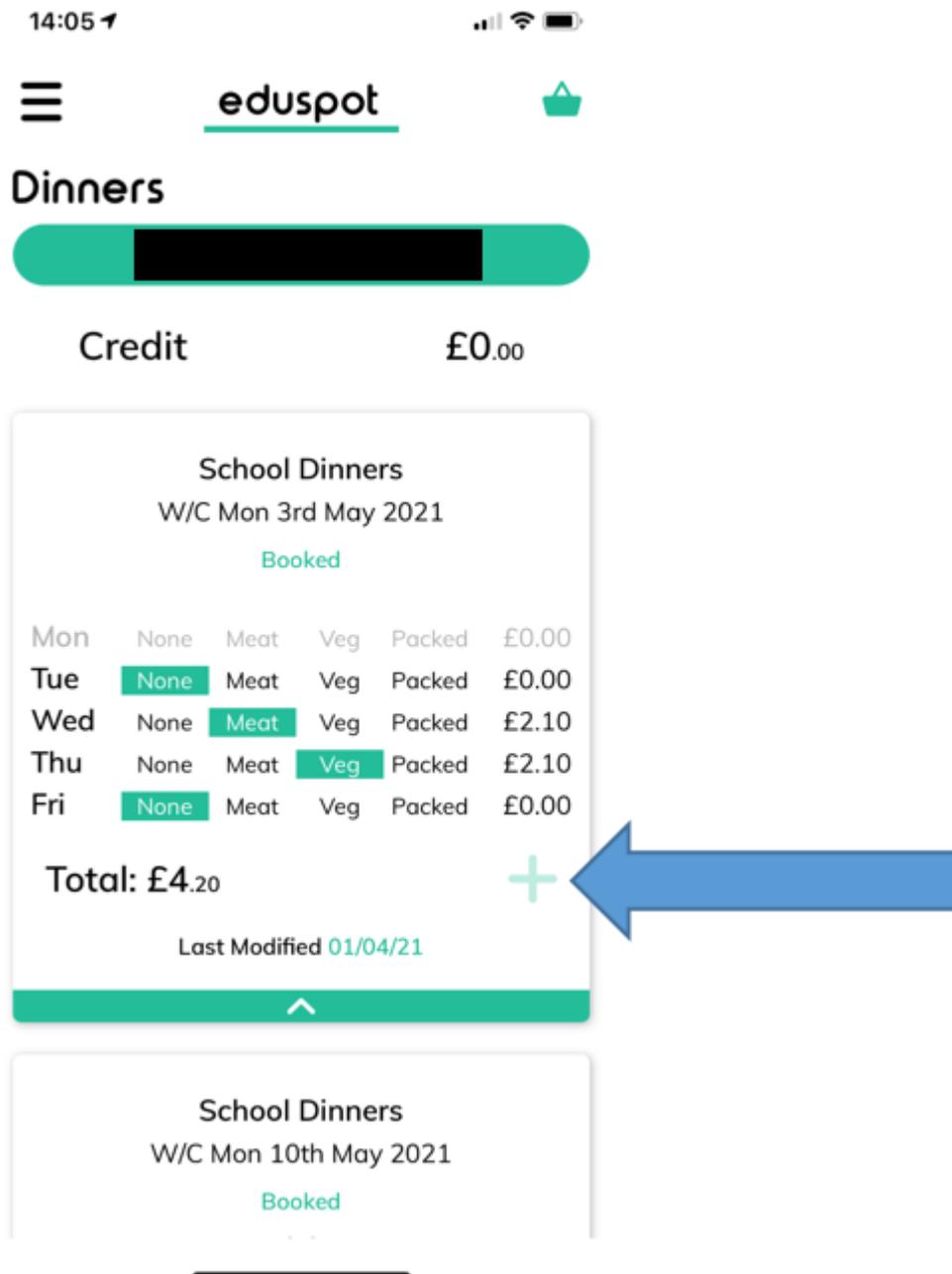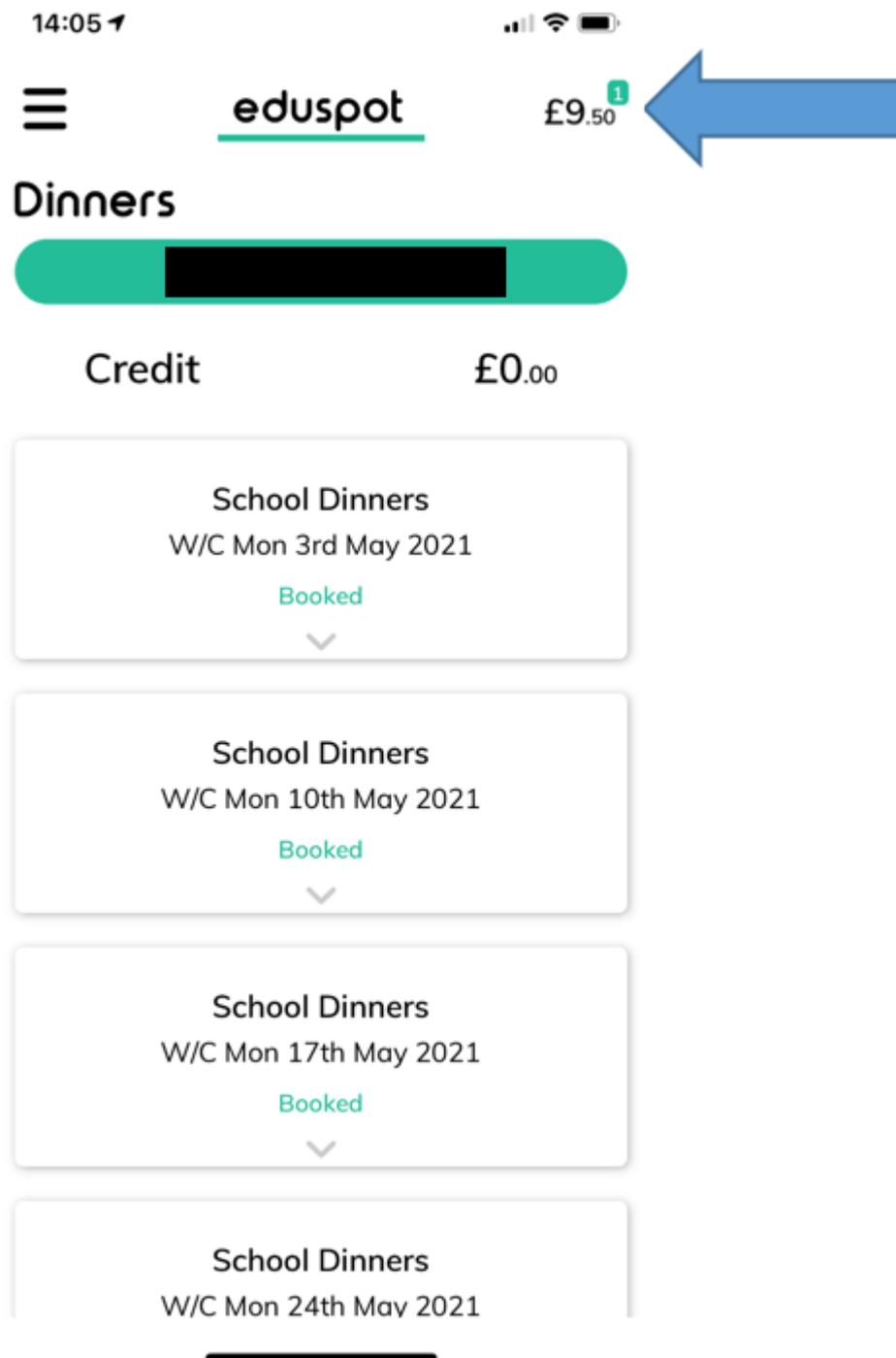
2. To book a dinner, tap on 'Dinners'

3. You will see all the weeks that are currently available to book. Tap the drop down arrow for the week that you would like to open.

4. This will display all the days for that week and give you the option to choose what they will be having. They can either have a meat or veg school dinner, or you can select none or Packed if they are bringing in a packed lunch from home. Once you've finished selecting the option for each day of that week, tap the green 'plus' icon to confirm.
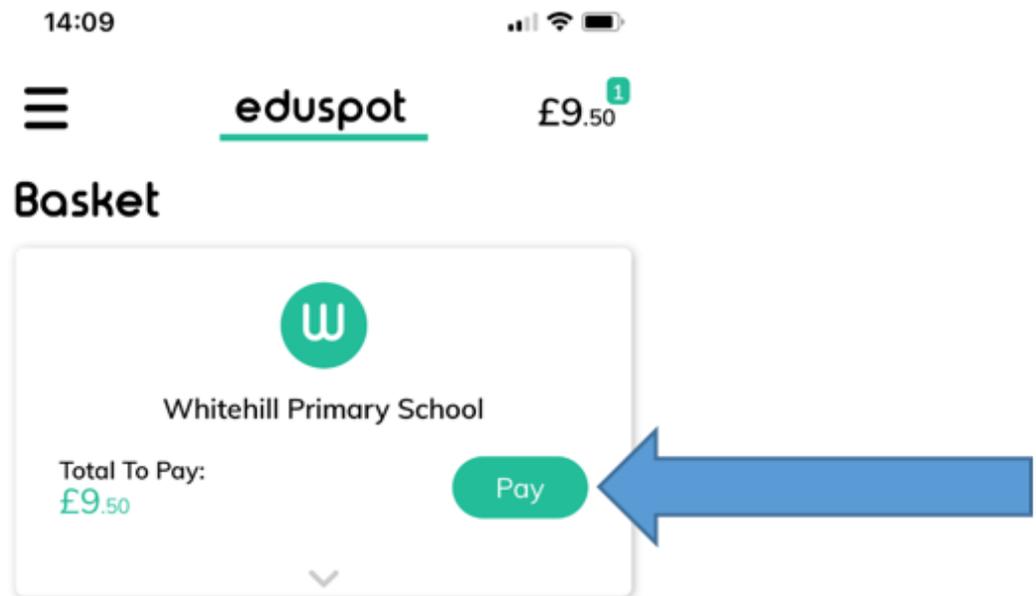
5. The total will then be shown in your basket in the top right hand corner. It will show £0.00 if your child is in Reception - Year 2 or if they are Free School Meal. Tap this number to pay your outstanding balance / register your choices.

6. Tap 'pay' to continue.
   (Please continue with the next stages, even if you do not pay or your choices will not be registered)

7. You will then be asked to enter your payment details, follow the on screen prompts to complete this process.

14:09

schoolmoney

● Card Details — ○ Processing — ○ Complete!

Total To Pay

£9.50

Cardholder Name

Cardholder Name

Cancel   Next

Powered by TRUST PAYMENTS

8. Once your transaction has been completed it will confirm that it has been 'Done' and then **booked** will show below the date of that week. (As against section No. 5)

9. If you would like to make any amendments to your child's choices you can do this yourself if you can still see the relevant week. Simply click and amend accordingly. However, if the week is no longer visible please call the school and we can amend this for you.