

BOOKING MEALS:

All school meals should be pre-booked via Arbor.

You can book meals for the whole term in advance should you wish. Menu options are communicated through Arbor, as well as on the school website and run on a three-week rotation. To book meals, you need to have an adequate balance in your account and the deadline to book is 24 hours before the day of booking. If your child is entitled to Free School Meals, you will not need the balance in your account to book.

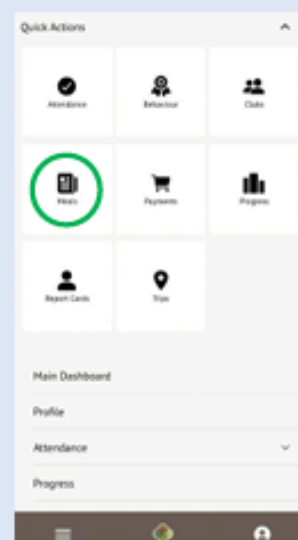
To book your child's meal, click on the three lines to access main menu, and click on **meals**. You'll be taken to the Meal Choices page, where you will be presented with a list of Meals that have available menus to choose from. You can see past meals by using the Academic Year drop-down menu. Select a meal. On the page, you can see all future dates you can select a meal for:

- **Deadline passed** - the deadline your school has set to make a meal choice has passed and cannot be edited by you. Your child's teacher can amend their choice while taking the register, or you can contact your school if you'd like to change what meal your child is going to have.
- **School holiday - no choices available**. Your school has set this day as a non-school day. Please contact your school (please do not contact Arbor) if this is incorrect.
- **No choices made** - click to select the meal your child will have.
- **Meal Choice** - you've set a meal choice already, but you can click it to change your choice.

Adding and confirming choices

To choose a meal (for a single meal or a week):

- Click on a day to view meal options for that week.
- Select your choices from the drop-down next to each day.
- Ensure days without choices are set to **No Choice selected** (you can update these later).
- Click the green **Process** button to confirm.



Meal Choices

Select your meal choices below and complete your basket checkout to confirm. Please note the deadline for making meal choices is 1 week before your next term starts.

Add Meal Choice

Wed, 08 Jun 2023
Chicken Salad (\$7) - catering, milk - £1.00

Thu, 09 Jun 2023
Lamb & Mince Casserole - £2.00

Fri, 10 Jun 2023
Margherita Pizza (6) - £1.00

Process

If your school requires a balance in your Meals account for current and future meals, your selections go into your basket before confirmation. A banner will notify you to complete the basket checkout to confirm your choices if necessary.

You can get to your basket by tapping the green **Go To Basket** button after adding your meal choice, or by navigating to **Quick Actions > Basket**.

If you have sufficient balance to cover the cost of the new meal choices and any other meal choices you have made previously but have not been charged for yet, tapping **Checkout** will confirm your choices. If not, you'll need to enter your payment details on the next screen to pay the difference before confirming your choices.

For further support, please use the QR code

