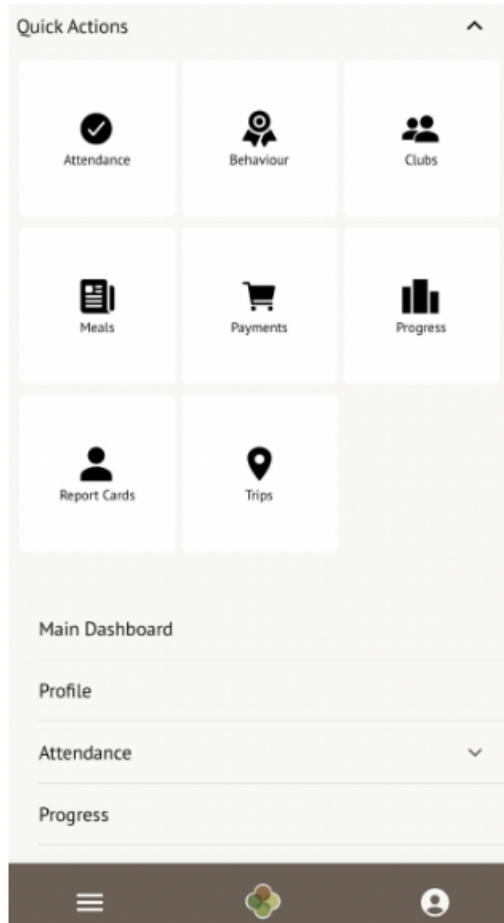


Please note that once the deadline your school has set passes, you can see, but no longer edit your meal choices - please contact your school if you'd like to change your choice.

On the Parent Portal

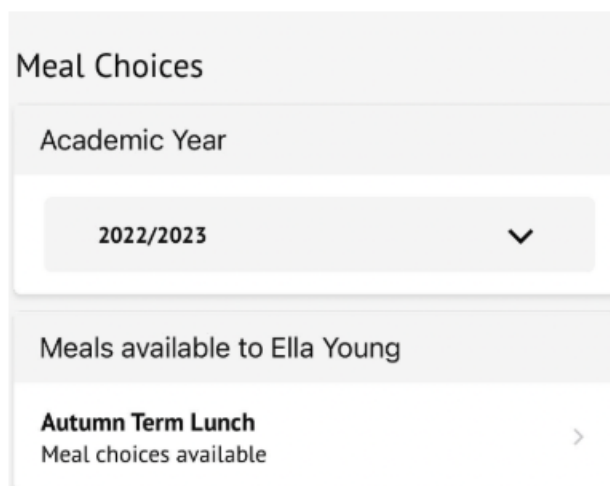
On the Parent App

Click the three lines to access your main menu, then 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.

Click on a meal.



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 meal takes place.

Add Meal Choice

Wed, 18 Jun 2025

Chicken Salad (GF) - celery, milk - £2.00

Thu, 19 Jun 2025

Linda M Sausage and Beans - £2.00

Fri, 20 Jun 2025

Margarita Pizza (V) - £2.00

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.

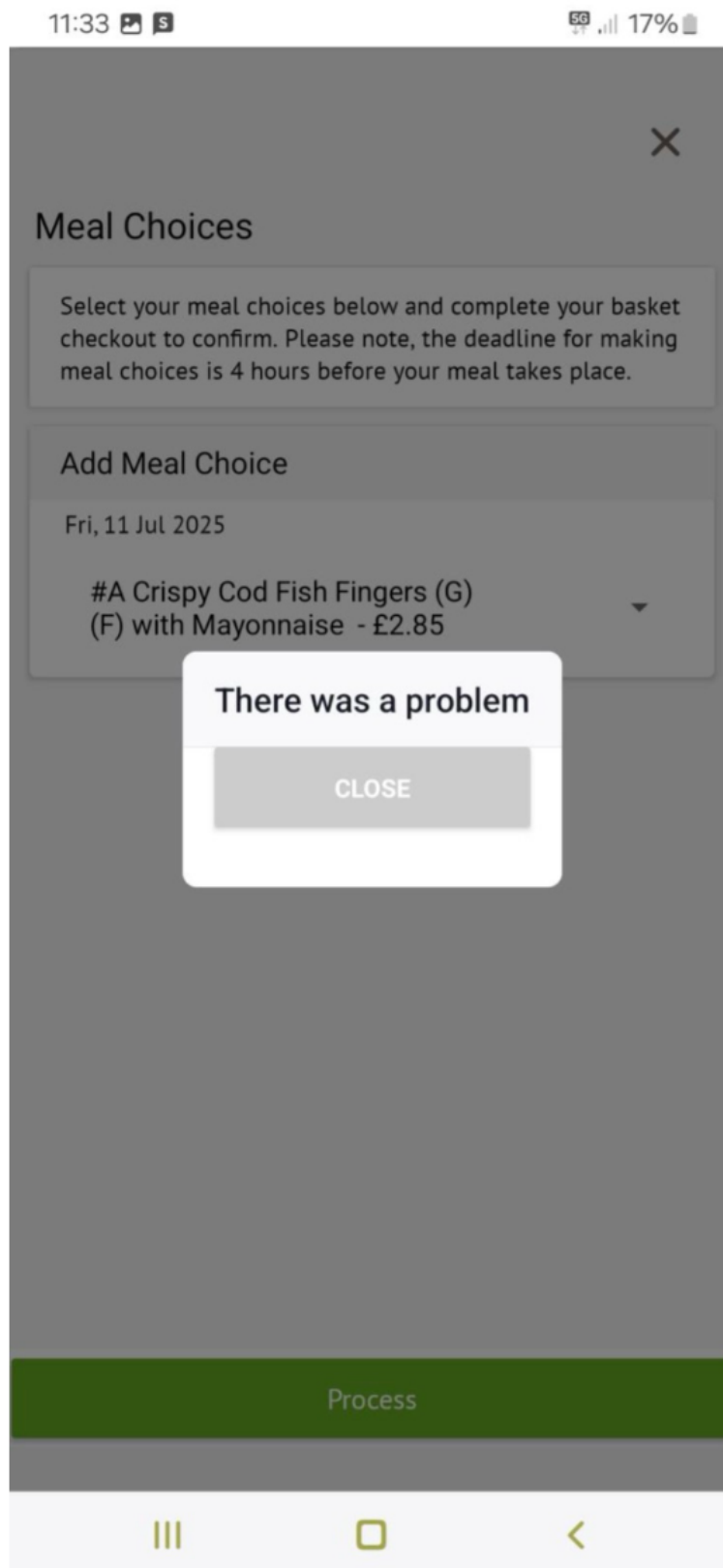
You can get to your basket by tapping the green **Go To Basket** button after adding your meal choice, or by navigating to **Quick Actions > Basket**.

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.

Editing choices

To edit a meal choice that has already been made, you must first remove the current meal choice.

If you do not do this first, you see a warning message pop up alerting you that **There was a problem** when you try to change the meal choice and press **Process**.



To remove a meal choice to get rid of the **There was a problem** message:

- Click on the day you want to change to open the edit screen.
- Update the meal choice to **No Choice Selected** using the dropdown
- Click the green **Process** button to delete the choice

This reverts the day to **No choices selected**.