

SCHOOL LUNCHES ONLINE



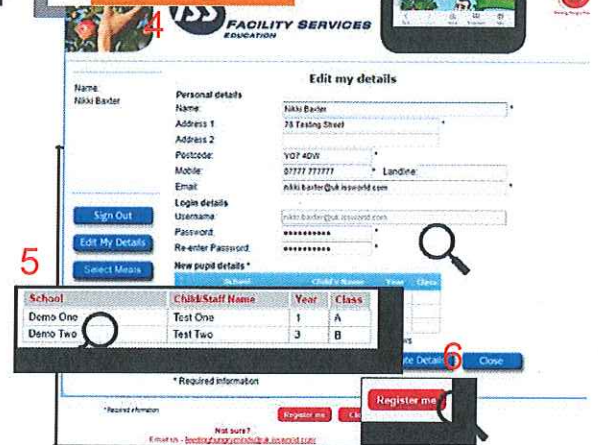
STEP ONE - REGISTRATION

1. Log on to www.feedinghungryminds.co.uk
Use the search bar to find your school.
2. Once on your school home page, click on 'Register...' which will take you to our pre-ordering website.
3. Now select 'Click here to Register' on desktop or 'Register' on your mobile device to sign up.



Alternatively a link to the pre-order website may be found on the school's website.

4. Complete 'Personal details' with **parent** details. Please note, all boxes marked with an asterisk * are mandatory and must be completed.
5. Complete new **pupil** details by selecting the school from the drop down box then entering the child name, year and class.
6. Click 'Register Me'.



You should receive an email confirming that we have your details and are processing your account. We will send a second email confirming that your account is active within 2 working days. In the unlikely event that you do not receive a confirmation email, please contact the Support Team on 01924 792334 or email feedinghungryminds@uk.issworld.com

STEP TWO - MAKING A PAYMENT

Once registered, you can log in by entering your email address and password and clicking 'Sign In'. You will now be taken to your account. From here you can view your balance, add funds and view transactions.

IF YOUR CHILD IS ENTITLED TO FREE SCHOOL MEALS YOU DO NOT NEED TO MAKE PAYMENTS - HOWEVER THEY STILL NEED TO SELECT THEIR MEALS IN THE CLASSROOM.

NAME(S) OF CHILD(REN)

MEAL PRICE

ACCOUNT BALANCE

NAME(S) OF CHILD(REN)

ACCOUNT BALANCE

RESERVED MEAL FUNDS

Test Time	Name	Year	Rate	Balance	Ordered	Amount
		3	£2.20	£15.40	£11.00	£3.00
		5	£2.20	£17.60	£13.20	£3.00
Balance on child's account after payments:				£33.00		
Total to Pay:				£8.00		

Name	Bal. £	Order	Amount
Usha In Two	15.40	11.00	0.00
St Peter, 3			
Mateo	17.60	13.20	0.00
St Catherine, 5			

Balance after payment: £0.00
Meals purchased: £0.00
Total to pay: £0.00

RESERVED MEAL FUNDS

Please be advised that, if you have pre-ordered a meal for your child but they will not be attending school, the meal for that day should be cancelled in advance. The good news is that you can cancel meals up to midnight on the day before!

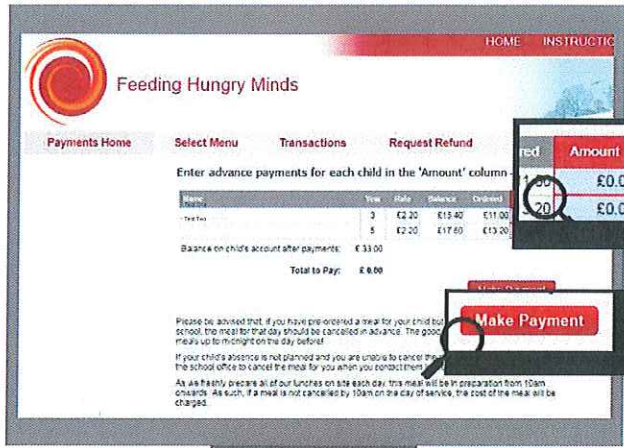
If your child's absence is not planned and you are unable to cancel the meal in advance, please ask the school office to cancel the meal for you when you contact them in the morning.

As we freshly prepare all of our lunches on the each day, they will still be in preparation from 12am onwards. As such, if a meal is not cancelled by 10am on the day of service, the cost of the meal will be charged.

Please be advised that, if you have pre-ordered a meal for your child but they will not be attending school, the meal for that day should be cancelled in advance. The good news is that you can cancel meals up to midnight on the day before!

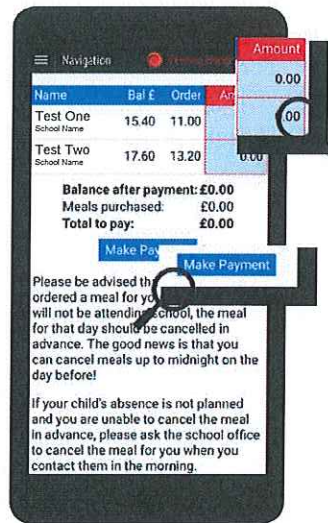
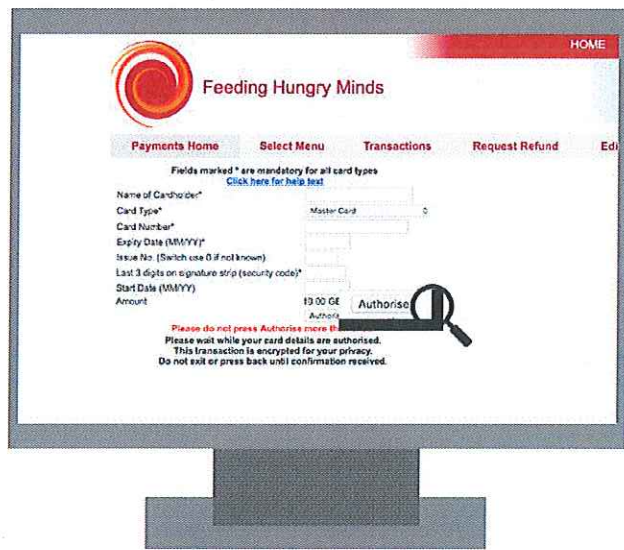
If your child's absence is not planned and you are unable to cancel the meal in advance, please ask the school office to cancel the meal for you when you contact them in the morning.





1. To make a payment, click on the amount column and enter the amount you wish to pay. Once you have entered the amount, click 'Make Payment' to enter your payment details.

2. Please fill in your card details. Once complete click 'Authorise'. Once your payment has been authorised your account will be updated and you will receive a confirmation email.



SELECTING MEALS

You must have funds on your account before your child can select a meal

Funds are moved to a 'reserved funds' area as meals are pre-selected

The account balance is not deducted until the day of the meal

Meals will be selected by your child in the classroom.

Please note – Special Diets should be ordered in the classroom – School admin will communicate with the kitchen as to menu chosen.

If you have any queries regarding payments please contact the Support Team on **01924 792334** or alternatively you can email them at feedinghungryminds@uk.issworld.com

