

School meal menus are published to parents through [www.pay360educationpayments.com](http://www.pay360educationpayments.com). **We encourage all parents to select their child's meals in advance or indicate whether their child will bring a packed lunch from home.** Please talk to your child about the meal choices so they know what they will be having.

If parents require any support with their Pay360 account please contact the school office.

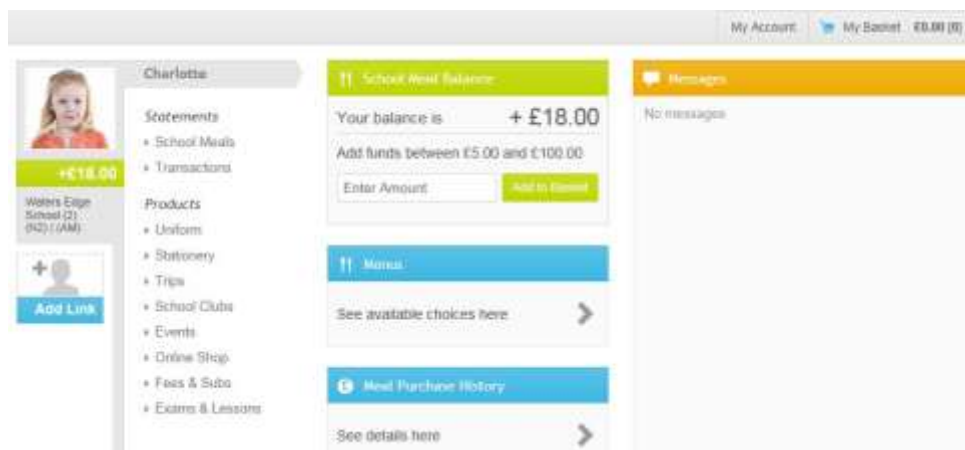
In Pay360 the **Menus** widget will be highlighted in your child's dashboard. Parents are required to complete the weekly menu selection by each Sunday ready for the following week.

If you would like to select meals for **all** the weeks in the half term at once you will be able to do this too.

The date by which choices must be made will be clearly displayed at the top of the menu. Prior to this date, selections can be made, amended or deleted as required.

If you pay for school meals please remember to keep your child's account topped up through Pay360.

1. From **My Homepage**, click your child's name or their picture on the left-hand side of the page to display the selected child.
2. Click the **Menus** widget.



The **Menus** calendar page displays the weeks where meal selections can be made. Each week has five selection fields, one for each day of the week. A tick indicates a meal choice has already been made for the day. A question mark indicates no choice has yet been made for the day.



3. Click anywhere in a week box to enable meal selection and display the menu for the selected week. Scroll down to see all selections.

4. For each day, select the **Type of Meal** from the drop-down list. The options are **School Meal**, **Packed Lunch** and **Home** (the Home option is for Nursery children only)

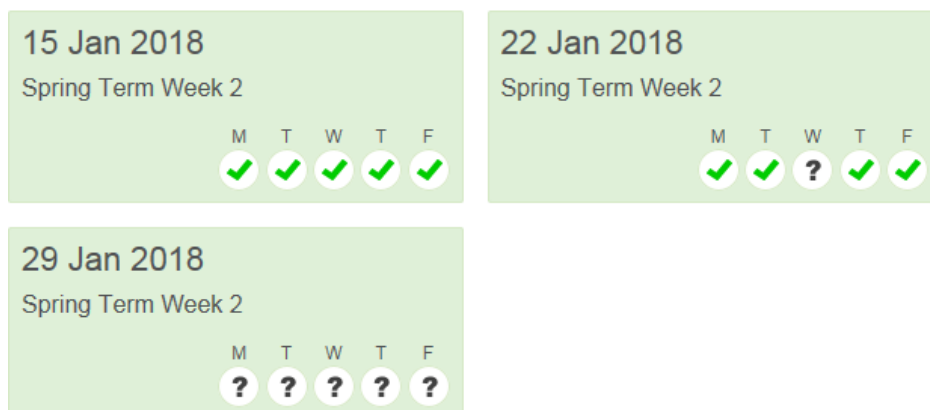
If either **Packed Lunch** or **Home** is selected, no further action is required for that day.

If **School Meal** is selected, the meal options for the day become available for selection.

*NOTE: Vegetarian options are identified by a **V**.*

5. Once the selections for the week have been made, click the **Save Choices** button.

The **Menus** calendar page is displayed, indicating where meal choices have been made and where no choice has been expressed.



You can change meal selections at any time prior to the **Choices for this menu must be expressed by** date at the top of the menu. After this date, the menu selection for the week is locked.

If you need any support with this please contact the school office who will be happy to help.