

# Parent Pre Selection Guide to Ordering via SchoolGateway



Step 1: Log onto your SchoolGateway account and click on the 'Make or View Meal Bookings button'

The screenshot shows the SchoolGateway user interface. At the top, it says 'Welcome, Kirby Morgan' with links for 'Change PIN' and 'Sign out'. Below the navigation bar, the user's name 'Harvey Beynon' is displayed. The main section is titled 'Lunch Money' and states 'No account balance records could be found.' Two buttons are visible: 'Top up lunch money' and 'Make or view meal bookings', with the latter circled in red. Below these buttons are date selection fields for 'Start Date: 10 June 2019' and 'End Date: 10 September 2019'. A table with columns 'Date', 'Description', 'Type', and 'Amount' is shown, containing the message: 'No purchase history information could be found for the selected school member in the given date range.' A note at the bottom of the table states: '\* Please note that the information on this page may not be updated immediately following a payment or purchase.'

Schoolgateway V2.11.22.0 | Terms & Conditions | Privacy Notice | Cookie Policy

Step 2: Select the week you would like to make bookings for. Click on each item you would like to book for your child. *Note: pre order will lock down after 8am on the day of. The padlock symbol will highlight this cut off has happened*

The screenshot shows the 'Make or View Meal Bookings' page. At the top, it says 'Welcome, Kirby Morgan'. The navigation bar includes 'HOME', 'MAKE OR VIEW BOOKINGS', 'DOWNLOAD MEAL SELECTION REPORT', and 'ALLERGIES AND DIET TYPES'. Below the navigation bar, the user's name 'Harvey Beynon' is displayed. The page shows a 'Week commencing' section with a grid of dates from 09 Sep to 11 Nov. The '16 Sep' date is highlighted. Below the date grid, there is a 'Select meals' section with a table of meal options for each day of the week (Monday 16 to Friday 20). The table has columns for 'Main', 'Dessert', and 'Choice of Yoghurt' for each day. The 'Amount to pay: £0.00' is displayed at the bottom right.

Monday 16	Tuesday 17	Wednesday 18	Thursday 19	Friday 20
Main Battered Fish with chips and beans	Main Beef Lasagne with garlic bread and salad	Main Big Breakfast	Main Cheese and Onion Pie with Veg	Main Chicken and Leek Pie
Falafel Balls with Veg	Egg Sandwich	Ham and Cheese sandwich	Ham and Leek Quiche with mash and veg	Ham and Mushroom pizza with beans
Cheese Burger and fries with BBQ Beans	Cheese Burger and fries with BBQ Beans	Chicken and Leek Pie		
Dessert Banana Cake	Dessert Flapjack	Dessert Jam Sponge and Custard	Dessert Apple Crumble with Custard	Dessert Apple Pie and Ice Cream
Carrot Cake	Iced Finger Roll	Bread and Butter pudding with Ice Cream	Rocky Road Ice Cream Sundae	Plum crumble and custard
Choice of Yoghurt	Choice of Yoghurt	Choice of Yoghurt	Choice of Yoghurt	Choice of Yoghurt

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Step 3: You **must** ensure you confirm your bookings. Any bookings not confirmed and paid for will be removed after 2 hours of selecting. If your child is UIFSM or FSM, please follow the steps through to payment, however no funds will be taken.

Harvey Beynon

**PLEASE NOTE:** You have unconfirmed bookings. When confirming your bookings, any **Payment due** must be paid within 2 hours. Failure to do so will result in unpaid bookings being cancelled.  
If your **Payment due** is zero (£0.00), simply confirm bookings and no further action is required.

Week commencing

09 Sep 16 Sep 23 Sep 30 Sep 07 Oct 14 Oct 21 Oct 28 Oct 04 Nov 11 Nov

Select meals

Monday 16	Tuesday 17	Wednesday 18	Thursday 19	Friday 20
Main	Main	Main	Main	Main
Battered Fish with chips and beans	Beef Lasagne with garlic bread and salad	Big Breakfast	Cheese and Onion Pie with Veg	Chicken and Leek Pie
Falafel Balls with Veg	Egg Sandwich	Ham and Cheese sandwich	Ham and Leek Quiche with mash and veg	Ham and Mushroom pizza with beans
Cheese Burger and fries with BBQ Beans	Cheese Burger and fries with BBQ Beans	Chicken and Leek Pie		
Dessert	Dessert	Dessert	Dessert	Dessert
Banana Cake	Flapjack	Jam Sponge and Custard	Apple Crumble with Custard	Apple Pie and Ice Cream
Carrot Cake	Iced Finger Roll	Bread and Butter pudding with Ice Cream	Rocky Road Ice Cream Sundae	Plum crumble and custard
Choice of Yoghurt	Choice of Yoghurt	Choice of Yoghurt	Choice of Yoghurt	Choice of Yoghurt

Amount to pay: **£11.50**

[Back](#) [Confirm bookings](#)

Schoolgateway

Welcome, Kirby Morgan | [Change PIN](#) | [Sign out](#)

HOME PAYMENT HISTORY ABOUT ME SCHOOL DETAILS

Home > Payments > Basket

Harvey Beynon

**Payments Summary**

Please review the items in your basket and confirm that all of the details are correct.

Press Checkout in order to enter your payment details.

Item	For	Consent	Comment	Amount
Cypad Lunch Money (1/1)	Harvey Beynon			£11.50
<b>Total Amount</b>				<b>£11.50</b>

[Return to the list of payments](#) [Checkout](#)

**SCHOOL GATEWAY APP - NEW FEATURES...**  
You can now make payments via School Gateway app. Download from your app store.

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