

## **Somerford Primary School**

' This is a school that puts pupils first. ' Ofsted November 2021

## Meal Menu choices on the Parent Portal or Arbor App

If your school has the Meal Menus functionality enabled, you can choose your child's meals in advance using the Meal Choices area!

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

Quick Actions		^
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Meats	Payments	Progress
Report Cards	<b>Q</b> Trips	
Main Dashboard Profile		
Attendance		
Progress		~
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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.

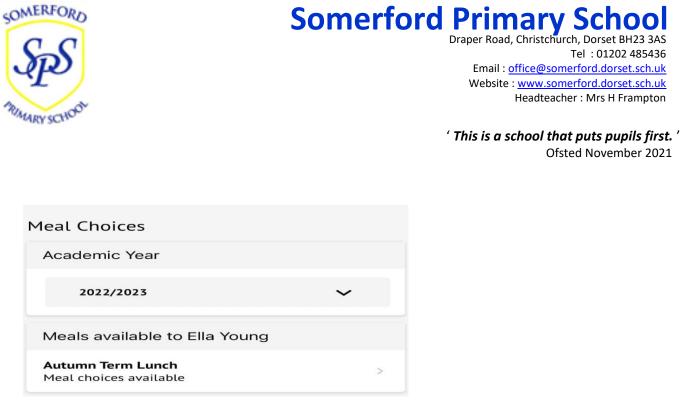


Enjoy









You can then see the *Meal Choices* page:

- You can see your child's meal account balance at the top if this balance is negative it will be highlighted in red.
- You can top up the balance via card payment using the **Top up account** button. You can see more about topping up here: <u>Topping up the meal account on the Parent Portal or Arbor App</u>

On the page you can see all future dates you can select a meal for:

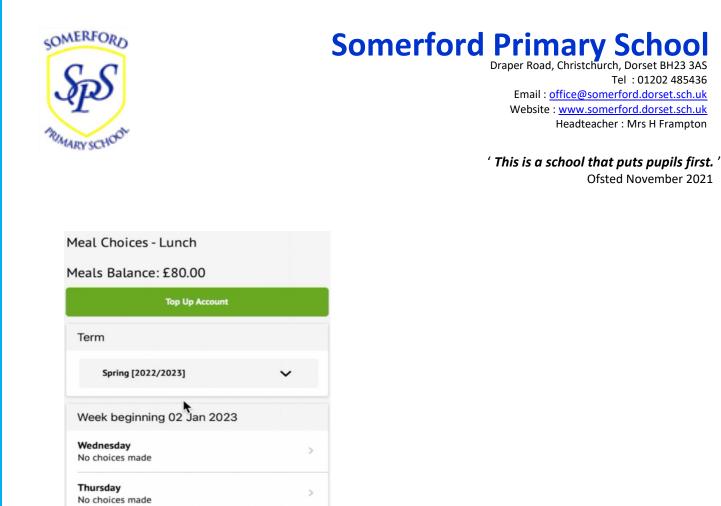
- **Deadline passed** the deadline your school has set to make a meal choice has passed and cannot be edited by you. Your child's teacher can amend their choice while taking the register, or you can contact your school if you'd like to specify what meal your child is going to have.
- No choices made 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.



Enjoy

Achieve





When choosing a meal, click on the day. In the slide over, you'll see when the deadline for making your choice is.

You can also select your Meal Choice, and whether to apply this to all future dates. For example if you select Pizza and your school has Pizza as an option every Wednesday and Friday, their choice for every upcoming Wednesday and Friday will be automatically set to be Pizza.

To edit or remove a meal choice that has already made, click on the day to open the edit slide over. Update the meal choice, or click Remove choice to delete the choice and revert it to No choices made.

		×
9 Sep 2022		
The deadline for mak 27 Sep 2022, 12:00	ing choices for t	his meal is
Add Meal Choice		
Meal choice		
All Day Breakfast		~
Pick for all fu	ture available d	ates
c	onfirm Choice	



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