



Dear Parent/Carer

## **Booking Meals online**

Login to the School Gateway

Lunch Money

Make or View Meal Bookings

Choose and click on relevant date

Choose a Main Meal Option: Choose either a main meal/sandwich

Choose a Desert Option: Choose a desert choice

Complete the process for each day (up to five weeks in advance)

Confirm Bookings

The total amount owed is shown

Payment must be made within 2 hours of booking otherwise the booking will automatically be cancelled

For children in **Reception, KS1 and Free School Meals**, the payment due should show as £0.00, please Confirm Bookings and then no further action is required.

Checkout

Either set up a Bank Transfer or Pay by Card