

## Croxby Primary Academy

**Head:** Mr D M Waterson

**Assistant Headteacher:** Mrs K Mason **Assistant Headteacher:** Mrs L Lindsay

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

Building Community, Nurturing Success

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