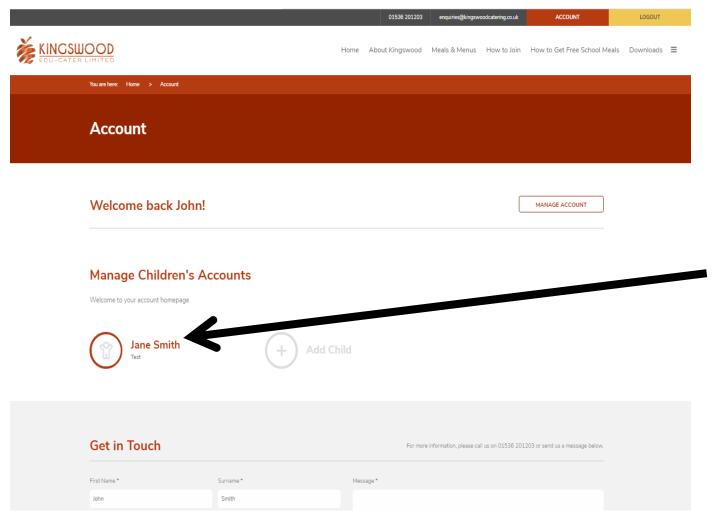


Go to <u>www.kingswoodcatering.co.uk</u> and enter your email address you registered with and the password you chose and click on Login



This takes you into your Parent account, where you will see your child/ren.

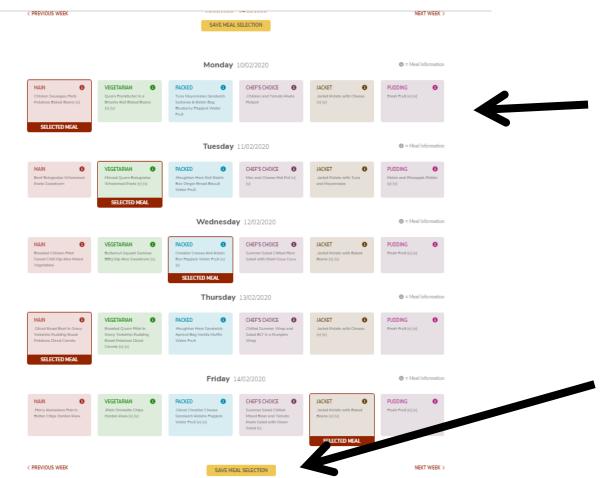
Click on your Child's Name.



Please see your child's account details below. If you have any questions, please feel free to get in touch using the form at the bottom of the page.

Select Jane's Meals SELECT MEALS SCHOOL YEAR GROUP CLASS Test test year test class ALLERGY? / UPDATE ALLERGY INFORMATION PREMIUM FREE MEALS? / UPDATE N/A No (Paid) Meal Information Financial Information Meal Ordered There is no data available. There is no data available.

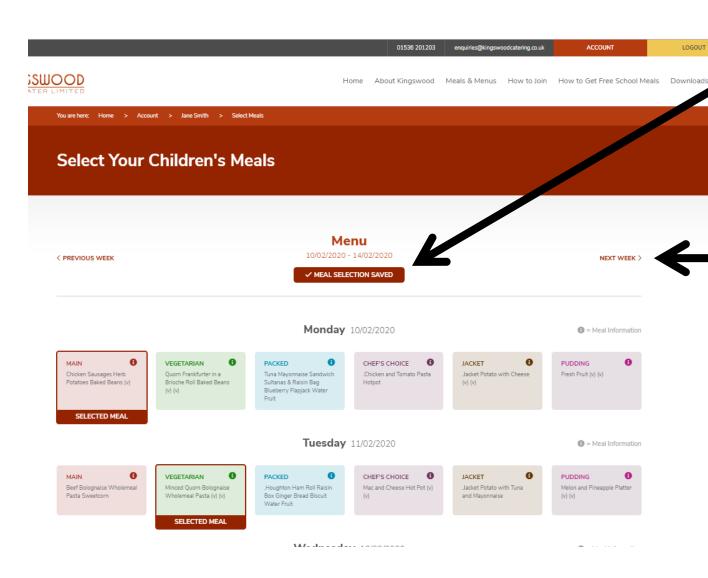
Click on Select Meals



Click on the meal/s you would like for your child for each day you want. Once clicked the meal will have a box around it saying Selected Meal (in red).

Your child can have between 1 and 5 meals a week.

Once all selections made, Click on Save Meal Selection



The Save Selected
Meals will change to
Meal Selection Saved
and go from Yellow to
Red.

You can then use the next week arrow to move on and order another week or you can click on Account to pay the balance (if your child is in Yr 3 and above and not entitled to Free School Meals)

Welcome back John!

Manage Children's Accounts

Welcome to your account homepage.

For all children, you currently owe: £11.50

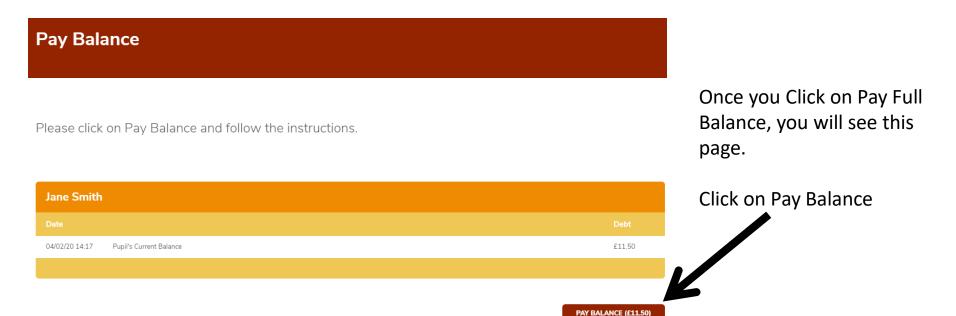
PAY FULL BALANCE

Jane Smith
Test

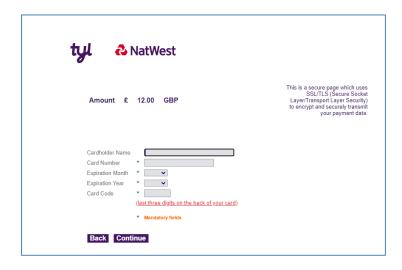
Add Child

If your child is in KS1 (Reception, Yr 1, Yr 2) or entitled to Premium Free Meals (and the school have confirmed with us) then the website will not ask for payment and you have completed your order.

If your child is in Year 3 or above, then once you have ordered the meals for the week/s you want and clicked on Account, you will see the Pay Full Balance banner. You can either click on the Yellow button or order for any other children.







This will take you to the NatWest Page, where you need to fill in your card payment details, making sure to complete all details fully and correctly.

If any details do not match between the card and our system the payment will be declined and meals will not be confirmed and may be removed by the cut off.

Once entered all details click on Continue/Submit. You should then be taken back to our Website with a Payment Successful Screen.