## HOW TO ORDER SCHOOL MEALS



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

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```
Nawhe nom = Nemen , mom
```

Jane Smith

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.

Click on Select Meals

Select Jane's Meals
SELECT MEALS

| YEAR GROUP | Class |
| :--- | :--- |
| test year | test class |
| ALLERGY INFORMATION | PREMIUM FREE MEALS? CUPDATE |
| NLA | No Paid) |


| Meal Information |  |  |
| :--- | :--- | :--- |
| Date | Meal Ordered | Price |

There is no data available.

> Financial Information

Date
Value Debt

## HOW TO ORDER SCHOOL 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

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Welcome back John!
MANAGE ACCOUNT

Manage Children's Accounts

Welcome to your account homepage


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.

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## Pay Balance

## Please click on Pay Balance and follow the instructions.

Once you Click on Pay Full Balance, you will see this page.


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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.

