



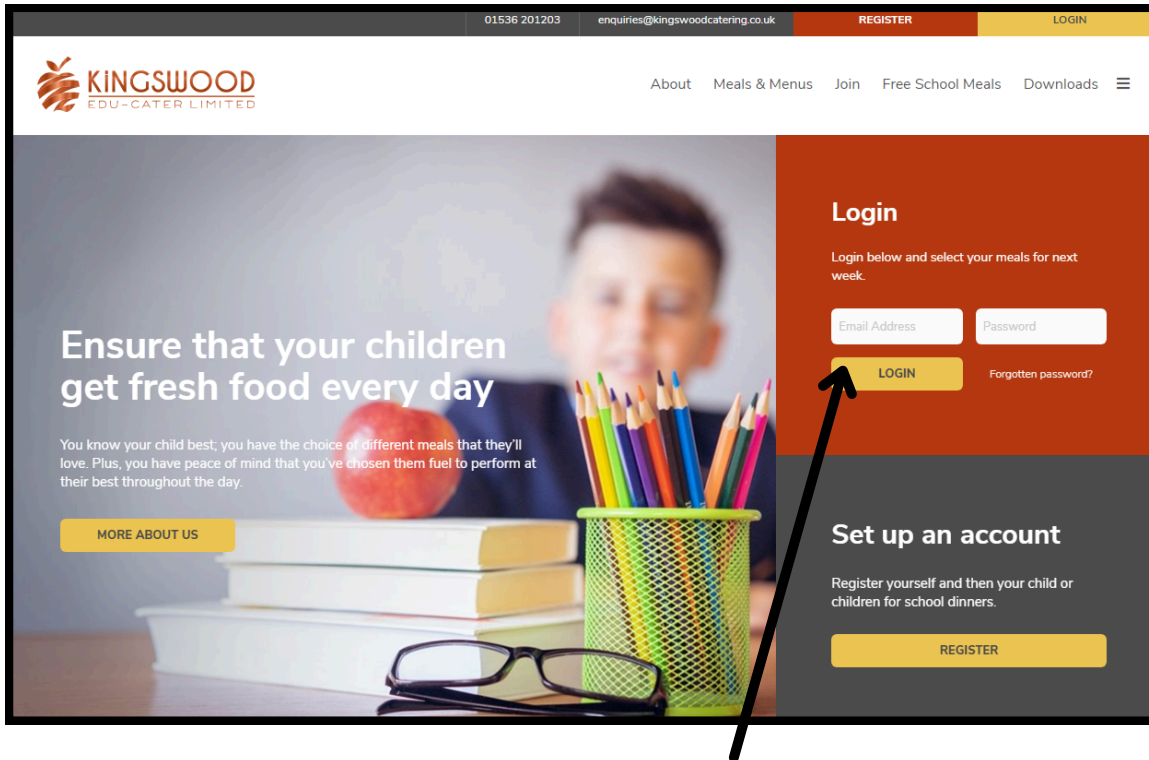
KINGSWOOD

EDU-CATER LIMITED

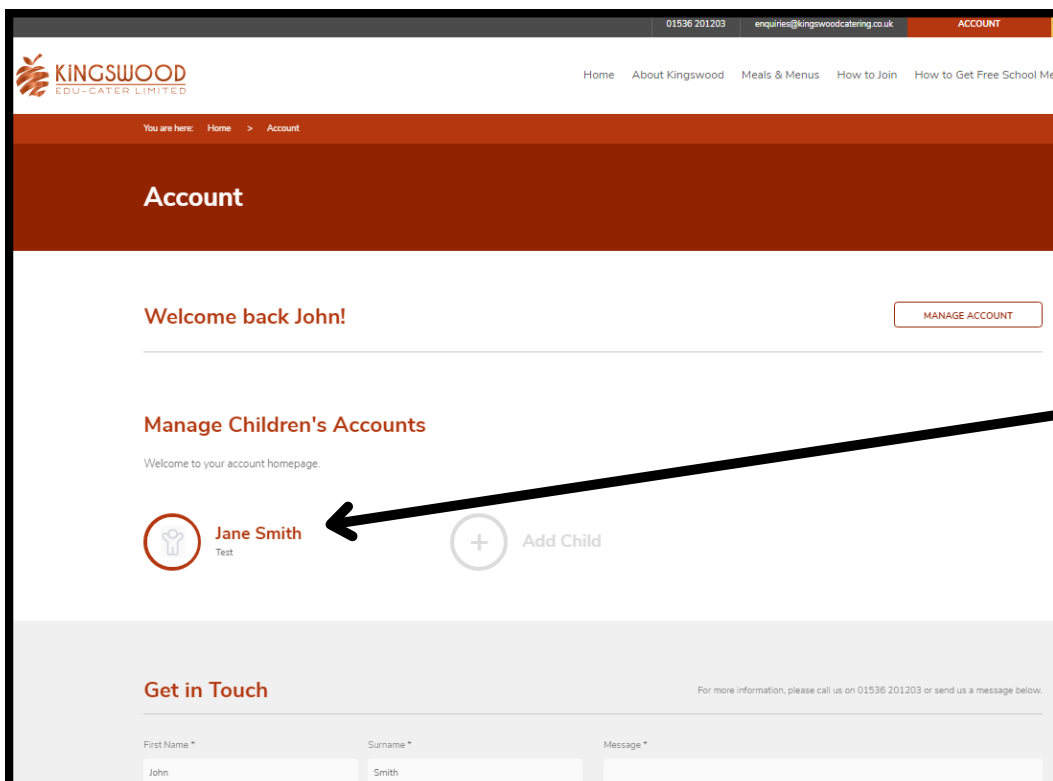
How to Order School Meals



HOW TO ORDER SCHOOL MEALS



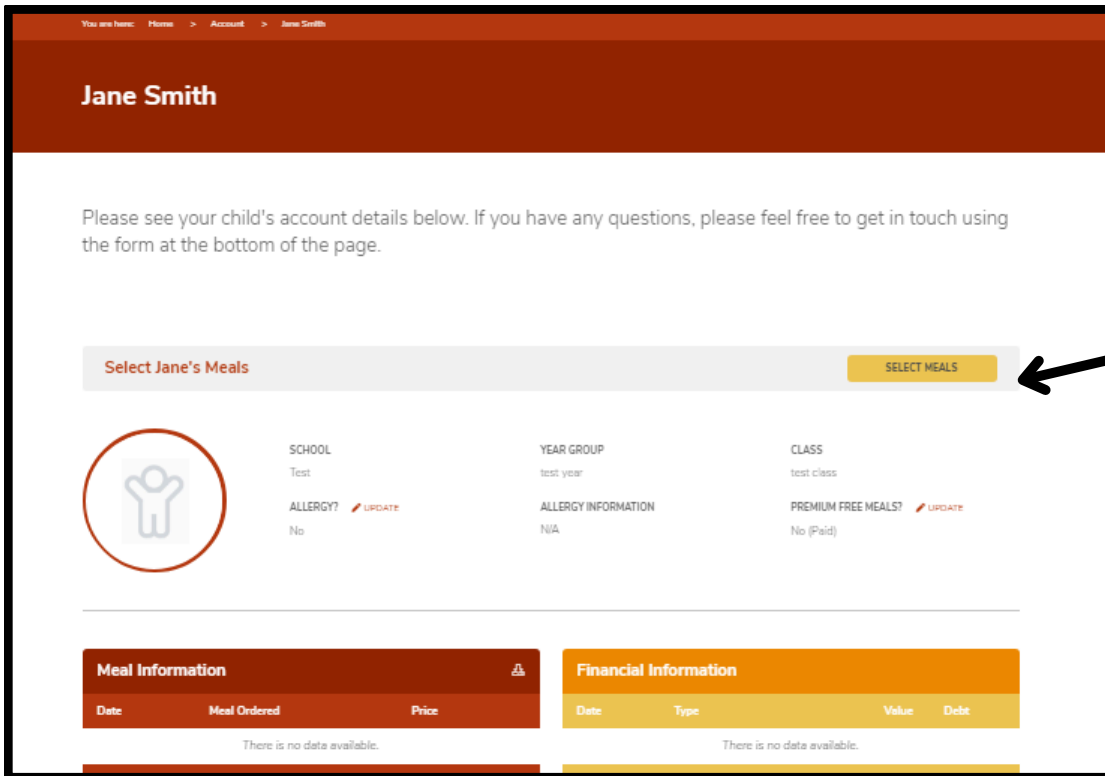
Go to www.kingswoodcatering.co.uk and enter your email address you registered with and the password you chose and click on Login. Please note the deadline for ordering is always by 10am Thursday for the following week.



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

Click on your Child's Name.

HOW TO ORDER SCHOOL MEALS



Click on Select Meals



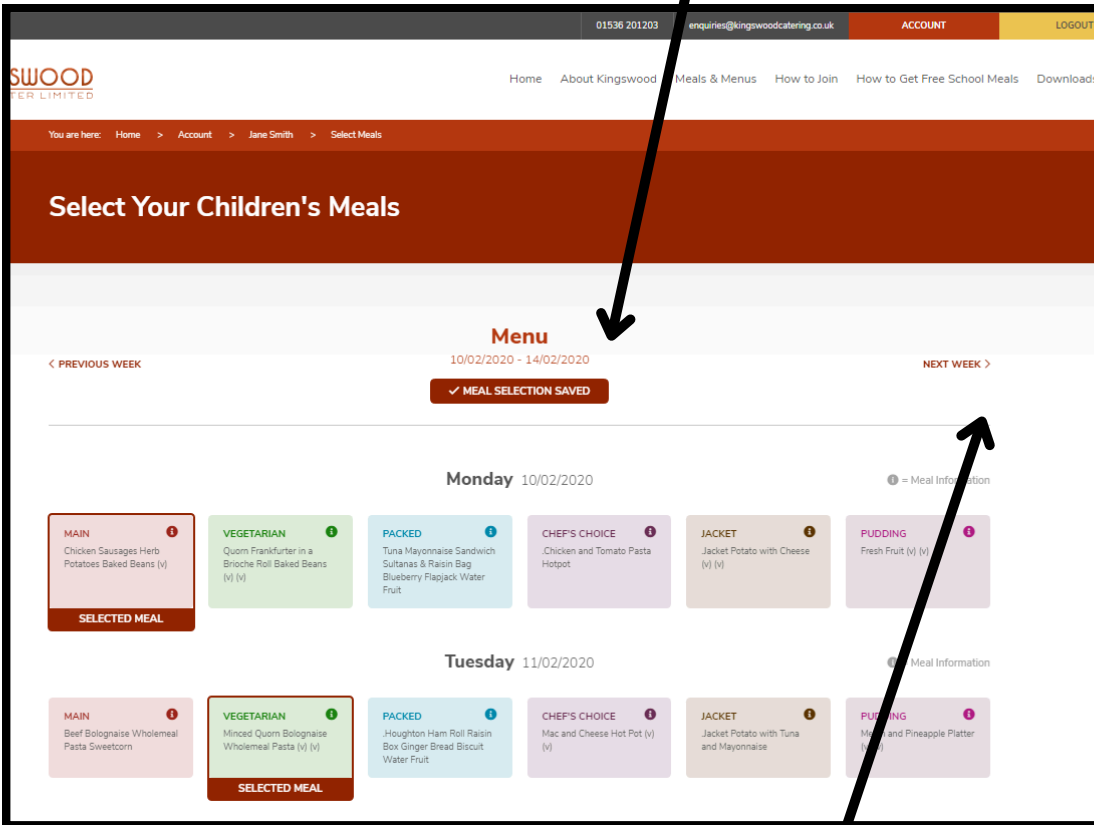
Click on the meal/s you would like for your child for each day you want. Once clicked the meal will have a box around it saying Selected Meal (in red).

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

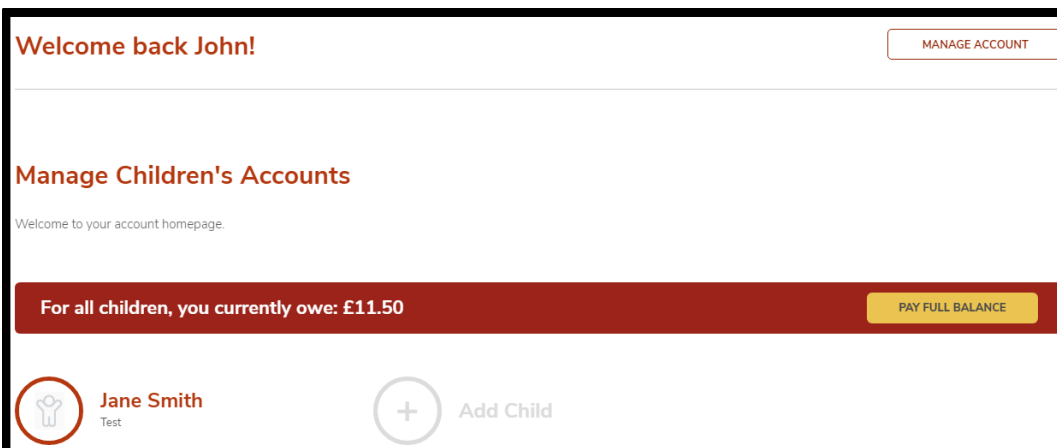
Once all selections made, Click on Save Meal Selection

HOW TO ORDER SCHOOL MEALS

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)



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.

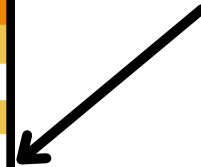
HOW TO ORDER SCHOOL MEALS

Date	Debt
04/02/20 14:17	Pupil's Current Balance £11.50

PAY BALANCE (£11.50)

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

Click on Pay Balance



Amount £ 12.00 GBP

This is a secure page which uses SSL/TLS (Secure Socket Layer/Transport Layer Security) to encrypt and securely transmit your payment data.

Please select payment method

Cancel Continue

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.

Amount £ 12.00 GBP

This is a secure page which uses SSL/TLS (Secure Socket Layer/Transport Layer Security) to encrypt and securely transmit your payment data.

Cardholder Name

Card Number *

Expiration Month *

Expiration Year *

Card Code *

(last three digits on the back of your card)

* Mandatory fields

Back Continue

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


If you have any issues with payment, please contact our Admin team on enquiries@kingswoodcatering.co.uk or 01536 201203 and they can look into it for you.

HOW TO ORDER SCHOOL MEALS

How to Check your Orders

When you have placed all orders that you want for your child/ren then you can check the orders by going back to your child's account and looking at 'Meal Information'.

Select Jane's Meals SELECT MEALS

 **SCHOOL** TEST **YEAR GROUP** KS1 **CLASS** Blue

ALLERGY? UPDATE **ALLERGY INFORMATION** MILK - Dairy **PREMIUM FREE MEALS?** UPDATE No (Universal Free Meals)

Meal Information

Date	Meal Ordered	Price
08/11/2024	Vegetarian	£0.00
07/11/2024	Main	£0.00
06/11/2024	Main	£0.00
05/11/2024	Jacket A	£0.00
18/07/2024	Main	£2.40

Financial Information

Date	Type	Value	Debit
28/01/25 14:02	Account Adjustment	£4.80	£0.00
22/10/24 09:47	Payment Type Change	£12.00	£4.80
22/10/24 09:14	Order Placed	£12.00	£16.80
18/07/24 09:59	Meal(s) Removed	£7.20	£4.80
15/07/24 10:50	Order Placed	£7.20	£12.00

There is also a Download button where you can download a list of all meals ordered which you can check and print off if required.

Meal Information

Date	Meal Ordered	Price
08/11/2024	Vegetarian	£0.00
07/11/2024	Main	£0.00
06/11/2024	Main	£0.00
05/11/2024	Jacket A	£0.00
18/07/2024	Main	£2.40

Example of Downloaded List

Meal Date	Order Date	Meal	Price	Paid?	Vegetarian
8/11/2024 00:00	22/10/2024 00:00	Macaroni Cheese with Garden Peas (v)	0	Paid	TRUE
7/11/2024 00:00	22/10/2024 00:00	Roast Chicken Fillet in Gravy Yorkshire Pudding Roast Potatoes and Diced Carrots	0	Paid	FALSE
6/11/2024 00:00	22/10/2024 00:00	Cheese and Tomato Pizza with Baked Beans (v)	0	Paid	TRUE
5/11/2024 00:00	22/10/2024 00:00	*Jacket Potato With Mild White Cheddar Cheese and Cucumber and Carrots Sticks (v)	0	Paid	TRUE
8/07/2024 00:00	15/07/2024 00:00	Roast Chicken Fillet in Gravy Yorkshire Pudding Roast Potatoes and Diced Carrots	2.4	Paid	FALSE
6/07/2024 00:00	15/07/2024 00:00	Mexican Chicken with Rice and Sweetcorn	2.4	Paid	FALSE
0/03/2023 00:00	30/01/2023 00:00	Fish Fingers Chips Garden Peas	0	Paid	FALSE
3/03/2023 00:00	30/01/2023 00:00	Jacket Potato with Cheese (v)	0	Paid	TRUE
8/03/2023 00:00	30/01/2023 00:00	Meat Free Southern Fried Chicken Style Burger with BBQ Dip, Rice, Mixed Vegetables	0	Paid	TRUE
7/03/2023 00:00	30/01/2023 00:00	Plain Omelette New Potatoes Green Beans(v)	0	Paid	TRUE
6/03/2023 00:00	30/01/2023 00:00	Cheese and Tomato Pizza Baked Beans (v)	0	Paid	TRUE
3/03/2023 00:00	30/01/2023 00:00	Macaroni Cheese Garden Peas (v)	0	Paid	TRUE
2/03/2023 00:00	30/01/2023 00:00	Jacket Potato with Cheese (v)	0	Paid	TRUE
1/03/2023 00:00	30/01/2023 00:00	Hot Dog with Peas and Sweetcorn	0	Paid	FALSE
8/02/2023 00:00	30/01/2023 00:00	Chicken Burger (NO Roll) Alphalyse Potatoes Baked Beans	0	Paid	FALSE
7/02/2023 00:00	30/01/2023 00:00	Jacket Potato with Baked Beans (vgn)	0	Paid	TRUE
4/02/2023 00:00	30/01/2023 00:00	Jacket Potato with Baked Beans (vgn)	0	Paid	TRUE
3/02/2023 00:00	30/01/2023 00:00	Roast Chicken Fillet in Gravy Yorkshire Pudding Roast Potatoes Diced Carrots	0	Paid	FALSE
2/02/2023 00:00	30/01/2023 00:00	Meat Free Sausage Roll Sultana and Raisins Golden Oat Flapjack Apple	0	Paid	TRUE
1/02/2023 00:00	30/01/2023 00:00	Jacket Potato with Cheese (v)	0	Paid	TRUE