

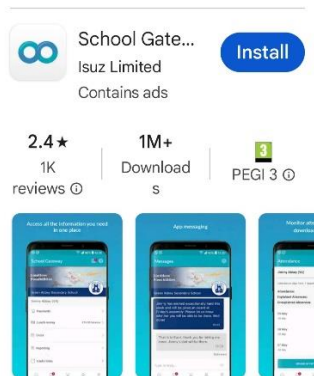
## Online Booking of Preschool Meals

To allow parents greater freedom in booking and cancelling school meal requirements, we have improved the process of ordering school meals. This will also streamline the admin. process including chasing payments, as payment is now required in order to select a meal. The deadline for electronically ordering a meal is 8.30 a.m. on the day in question. After this point, you must email the school office to request or cancel any meals. Please remember to do this if your child is ill.

If you are new to the preschool, you must set up an account using the 'New User' button on the school gateway. Please see the notes below.

### New users

You can set yourself up on the app or on a desktop <https://login.schoolgateway.com/0/auth/register>:



School Gateway – the easiest way to interact with school



Click on the 'New User' tab

Enter your email address and mobile number – *these must be the same as the ones on your child's application form* – and click on send PIN.

You should now receive a text message containing your PIN number. (You can change this to something more memorable to you as you enter the side).

On the 'Existing User' tab, enter your email address and PIN number and 'Log in'

### How to Book

Meals are now bookable through the '**clubs**' section on the school gateway. On any given day, you can make one of 3 selections:

Main Meal

Vegetarian

Jacket Potato

Please check the menu to know what the particular option is on the day in question. Please feel free to 'block-book' as this will keep our costs down and remember to 'Add to Basket', 'Check out' and 'Pay'. Meals cost £2.50 per day.

Any problems, please do not hesitate to contact the school office.

*Many thanks*