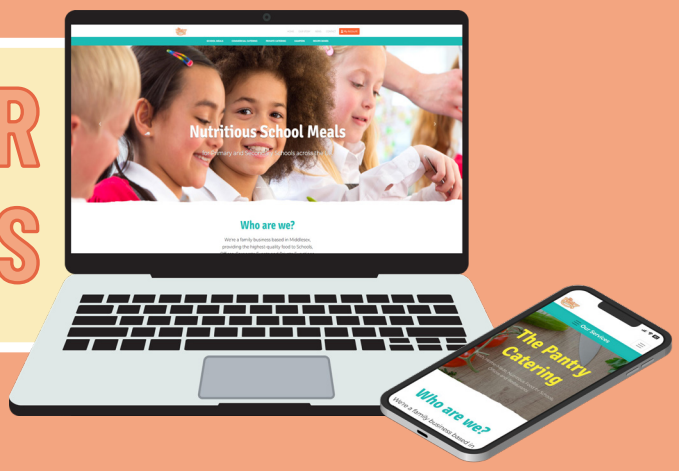
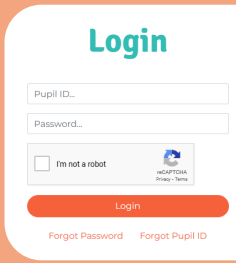
HOW TO ORDER YOUR SCHOOL LUNCHES

with The Pantry



Firstly, visit our website at **www.thepantrycatering.co.uk**, or just scan the QR code to get started!

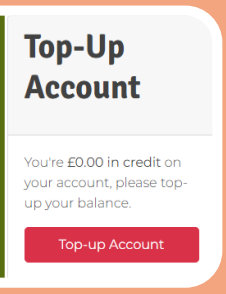
NEXT STEP



Log into your Pantry account using your Pupil ID and password (for New Starters, we will e-mail you your login details separately). If you have forgotten your password you can click the "Forgot Password" link, this will send you an automatic email to create a new password. If you have forgotten your Pupil ID you can contact our Customer Service Team.

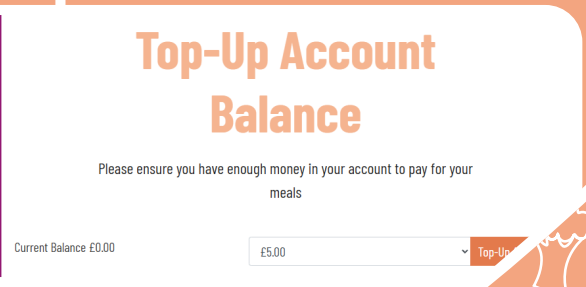
Now

Once you have logged into your Pantry account, you will be taken to an ordering dashboard. You will be required to top up your balance unless your child receives free school meals. **However, if you are part of any Free School Meal Schemes, and you don't pay for your School Meals, then you can skip right on to the next page!**



HOW TO PAY

Select the amount you would like to top up, making sure it's enough to cover all the orders you want to make, and then follow the payment instructions



PLACE YOUR ORDER

Now your account is topped up you can place your orders. Please take note of your school's order cut-off, displayed at the top of the page. You will be unable to place orders, amend orders or cancel orders after the order cut-off time has passed.

Last one!

On your order dashboard you will see a breakdown of weekly menus – you can order daily, weekly, monthly or termly - whichever option works best for you. Select the "**View Menu & Order**" button pertaining to the week you wish to order from – the date indicates the starting date of that week. On the days you wish to order, please select the **tick box** to load the menu.

It is very important to select this tick box as your order will not process correctly without this being done. Select your child's main meal and dessert option, clicking the small round button above the food option and then select the save choices button and wait for it to save.

If you have more than one child at a Pantry-appointed School, then we've made it easier for you to switch between each account, without having to logout and login again for each one. Firstly, ensure you have each child's account linked to the same e-mail address. Then, you can login through any account, click the ***switch account*** dropdown menu, and you'll be able to toggle between each child, and their orders - it's as simple as that!