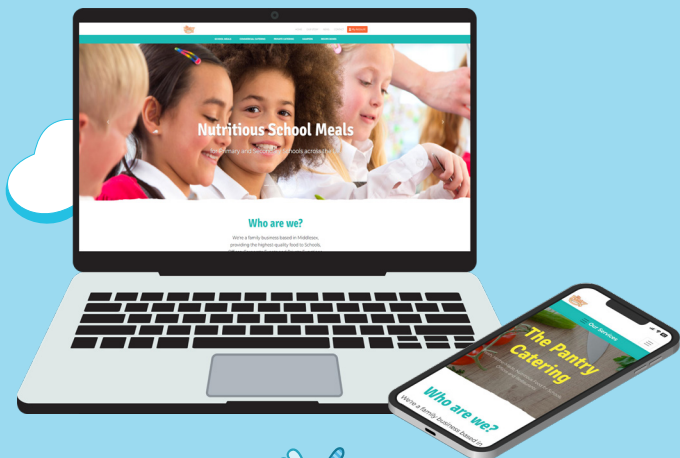


# HOW TO ORDER SCHOOL LUNCHES



AT THE PANTRY, WE HAVE OUR OWN DEDICATED MEAL ORDERING SYSTEM THAT CAN BE ACCESSED VIA OUR WEBSITE [WWW.THEPANTRYCATERING.CO.UK](http://WWW.THEPANTRYCATERING.CO.UK)



1

## LOGIN TO YOUR ACCOUNT



Log into your Pantry account using your Pupil ID and password. 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.

**Login**

Pupil ID:

Password:

[Forgot Password](#)

- ✓ Sign-up today for free
- ✓ Simple registration
- ✓ Fast, simple ordering

## TOP UP YOUR ACCOUNT 2

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. Should you not need to top up your account, please skip to step 6.

### Top-Up Account

You're £0.00 in credit on your account, please top-up your balance.



### 3 PAYMENT

Select the amount you would like to top up and follow the payment instructions.

## Top-Up Account Balance

Please ensure you have enough money in your account to pay for your meals

Balance: £0.00      £5.00      Top-Up Account



### 4

## 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.

School Meals need to be ordered, amended or cancelled before 9:00am each day

## Summer Term 2 2023

Mon 5th Jun 2023 - Wed 19th Jul 2023

### 5 ADVANCE ORDERING

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.

Start Date	Order
Mon 5th Jun 2023	<input type="checkbox"/> View Menu & Order
Mon 12th Jun 2023	<input type="checkbox"/> View Menu & Order
Mon 19th Jun 2023	<input type="checkbox"/> View Menu & Order
Mon 26th Jun 2023	<input type="checkbox"/> View Menu & Order
Mon 3rd Jul 2023	<input type="checkbox"/> View Menu & Order
Mon 10th Jul 2023	<input type="checkbox"/> View Menu & Order
Mon 17th Jul 2023	<input type="checkbox"/> View Menu & Order

### Menu for Summer Term 2 2023

Week Commencing 19th Jun 2023 Week 425 of 2023

Mon 19th Jun	Tue 20th Jun	Wed 21st Jun	Thu 22nd Jun
Select Meal	<input checked="" type="checkbox"/> Select Meal	<input type="checkbox"/> Select Meal	<input type="checkbox"/> Select Meal
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Should you need any further assistance please contact our customer service team on 02088137040 or office@thepantrycatering.co.uk

