

## PARENT PAYMENT AND ORDERING PROCEDURE ON LUNCHSHOP

- Log into [www.lunchshop.co.uk](http://www.lunchshop.co.uk)
- Enter username and password (case sensitive)
- You *may* be asked to update your profile. Please amend as necessary, click 'update' then the 'back' button.
- Check it is you and your child/children

Select Language Translate Contact T&C FAQs Bob Adams

Welcome Bob Adams

If your child has any food allergies or specific nutritional requirements parents must inform the school and the school kitchen team so the child's own individual needs can be discussed and noted. Parents should note that meals are prepared in kitchen environments which cannot be guaranteed as free from nuts, or from any other potential allergens.

North School

Wallet: £ 180.15 + Add Funds

**Sarah Adams**  
Cost per meal: £2.20  
Pre-order Meals Book Items  
PROFILE  
Edit your personal details and general application settings

**Kieran Adams**  
Cost per meal: £2.20  
Pre-order Meals Book Items  
PAYMENTS  
Review payments and order more credits

**Overview**  
Username: bobadams  
Name: Bob Adams  
Role: Parent  
School: North School  
School Address: North School, Apple Avenue, Carlisle, Cumbria, CA11 8NU  
School Tel: 01228 806080

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### Adding Funds

- Click the orange 'add funds' button (necessary only for children who you pay for)
- Enter the amount you wish to credit your account with

- Click the box to agree the T&Cs
- Click 'continue'
- Follow the instructions on screen to make your secure payment
- To the left of the add funds button is your 'meals wallet' balance

— Pre-ordering meals

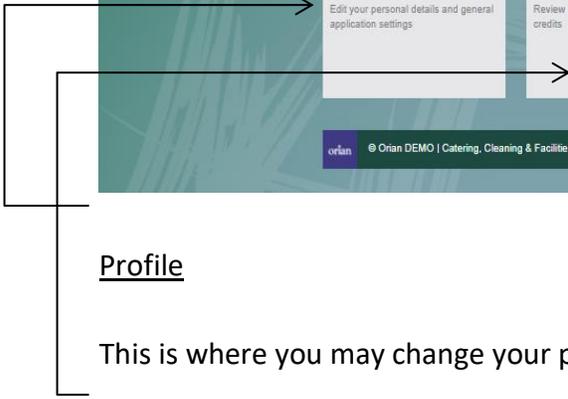
- Click on 'pre order meals' under the child. You will need to order for each child individually



The above screen will come up showing the meals available for that week.

- Please check that any allergies/intolerances are attached to your child if needed
- Click on the chosen main meal. Once this is chosen, the desserts will appear
- Click on the chosen dessert
- Once chosen the meal choice will be displayed with a dark background and your meals wallet will be debited with the cost of the meal
- You can view the allergens, nutritional info and ingredients by clicking on the corresponding tab for each meal
- Click the 'next week' button at the top of the screen to choose for the following week
- You can cancel this order and start again if you wish by clicking the 'Cancel Order' button. The cost will then be credited back into your meals wallet and then debited again once you have re-chosen

- You may order two weeks in advance and look back to previous weeks by clicking the 'previous week' button



**Profile**

This is where you may change your personal details, passwords etc.

**Payments**

This gives you an overview of your account. You can search by transaction type or date. Just make your choice and click search. You can either view online, print out or export to a spreadsheet.

Below is an example of what you would see in the accounts overview:-

Account	Transaction Type	Status	Description	Created On	Date	Amount ( £ )
Bob Adams	Meal Pre-order (debit)	Complete	Pre-order for Kieran Adams on Jun 24, 2021	1 day ago	Jun 23, 2021	-2.20
Bob Adams	Meal Pre-order (debit)	Complete	Pre-order for Sarah Adams on June 24, 2021	1 day ago	June 23, 2021	-2.20

If you experience any problems please call your school administrator or call Orian on 08454 707010.