Relish-till: Online meal pre-order guide for parents

In order to pre-order your child's school lunch online, you will first need to set up a parent account in the Relish parent portal. If you have already done this, please proceed to the next page.
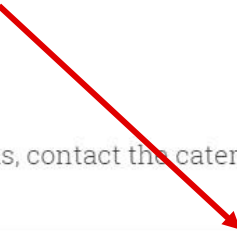
Setting up a Parent Account

1. Follow the link: https://relishschoolfood.co.uk/parents
    On the screen, click on the Register tab.

Parent Login

To view your child's school menus, contact the catering team and get full recipe/dish details **including full allergen details** please login below:

👤 Sign-In	❓ Forgot Password	✏️ Register

2. Complete all the required fields to register your account.
3. You will receive an email to activate your account – follow the instructions to complete the process.
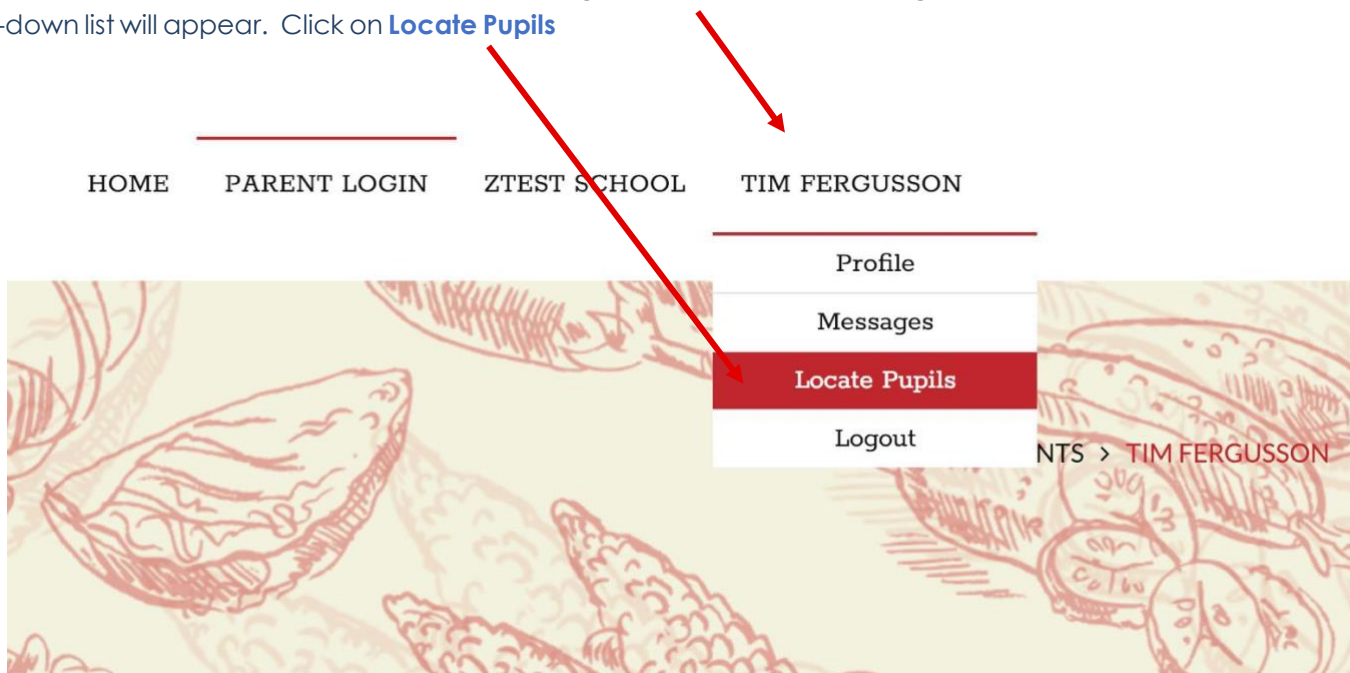
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Once your account is up and running, you will be able to order your child's meals from home or on the go, using any device, up to a term in advance. Menus are available to choose from once the last term has finished.

Online Meal Pre-ordering

1. The first time you use the home ordering sections you will need to locate and allocate your child/children to your parent account. You will need to add each child individually using the form displayed on the 'Locate Pupils' page.
2. In the parent portal, click on your name in the headings across the top of the page.
3. A drop-down list will appear. Click on **Locate Pupils**

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Locate Pupils/Child List Page

1. Select your child's current year group and their current class
2. Enter your child's first and last name, as registered with the school and confirm their date of birth. The details entered will be verified with the school records to locate your child correctly
3. You will also need your email/login details used to access your payment provider. If you do not have this then please contact the school directly.
4. If you have more than one child, repeat the process to locate each child, one at a time.
5. Once allocated your children will appear in the main menu under your name.

6. Your child's name will also appear on the 'Locate Pupils' page. The name will be in blue and is a direct link to the diary page.

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Child/Pupil Diary Page

A calendar for the months in the current term will appear. The screen will also show:

- your child's name and class
- any special dietary requirements, as logged on the school records
- your account balance - if you need to top-up your balance, click the red button to be directed to your payment provider's web site.
- to order a meal, simply click on the date you require the meal
- dates shown in white boxes are actual school days

Jane Fergusson:

Class: Y3 ACORNS (Year: 3)

Jane is registered as PESCATARIAN

Account Balance:

£17.20

ADD FUNDS

Pre-Order Meals:

Please click the dates below to pre-order meals for the remainder of the current term:

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Meal Choices For: 01/10/2020

Please select your Main Meal choice by clicking on the image below.

BBQ Chicken ⓘ

Pea, Sweet Potato & Corn Croquette ⓘ

Meal Choices For: 01/10/2020

Finally select your Pudding choice by clicking on the image below.

Pineapple & Coconut Muffins ⓘ

Go Back

1. Once a future date is selected, the pictures and names of the dishes compatible with your child's allergy profile will appear below the calendar. If you are accessing with your phone the calendar and photo display will be stacked.

2. Before making your choice, click on the writing under the photo to see the recipe and allergy information. To make your selection click on the photo of the main course dish you would like to order.

3. Once you have made your choice, the dessert options will appear.

4. Follow the same process to order the dessert you would like.

5. If you need to go back and make changes, click on the orange **Go Back** button

6. Once the order has been placed you will be given the option to remove the order if necessary.

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The Term Diary Colour-Coding

Dates already passed where 'No Meal was taken **(A)** appear simply on a white background.

Dates already passed where your child had a lunch that day appear with a green background **(B)**. Clicking the date will display meal details your child had on that day. This history will remain available for viewing until the end of the current term.

A:

B:

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Clicking on future dates where 'No Meal has been selected daily choices, photos and option selectors will appear below the calendar.

Future dates where a meal has 'Already been selected, the date will have an orange background and will appear with your daily listed. You can change your choices of future dates up to 12pm the night before service

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