

## ParentMail Guide

Once you log on to ParentMail, you need to check the menu on the left handside.



Accounts is where School meals and Breakfast Club can be ordered from.

All other items e.g. trips, water bottles etc can be found in payments.

**School Meals should be ordered 2 days in advance** – i.e. order Saturday for a Monday dinner.

**Breakfast Club should be ordered 2 days in advance** – i.e. order Monday for a Wednesday booking.

- Once you log on to ParentMail, you need to check the menu on the left hand side. Accounts is where School meals and Breakfast Club can be ordered from.
- All other items e.g. trips, school run clubs, water bottles can be found in payments.
- A calendar will appear. Click on the week you require and the menu options for that week will appear.

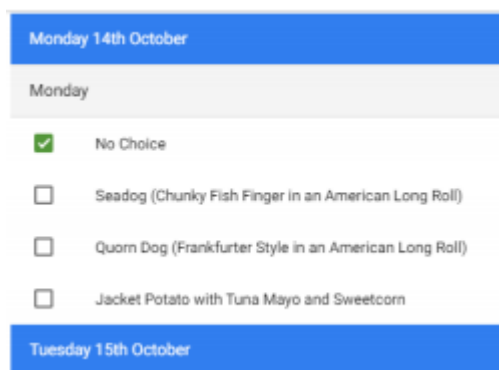
Week beginning 07/10/2019

|            |            |            |             |             |             |             |
|------------|------------|------------|-------------|-------------|-------------|-------------|
| 7th<br>Mon | 8th<br>Tue | 9th<br>Wed | 10th<br>Thu | 11th<br>Fri | 12th<br>Sat | 13th<br>Sun |
|------------|------------|------------|-------------|-------------|-------------|-------------|

Week beginning 14/10/2019

|             |             |             |             |             |             |             |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 14th<br>Mon | 15th<br>Tue | 16th<br>Wed | 17th<br>Thu | 18th<br>Fri | 19th<br>Sat | 20th<br>Sun |
|-------------|-------------|-------------|-------------|-------------|-------------|-------------|

 Purchased  In Basket  Unavailable



- 'No Choice' is the default option. Click on the item you would like on each day and select 'Pay Now' at the bottom of the screen, this will take you to review your purchases, and click confirm at the bottom of the screen. This will now have moved to your basket.
- You can either continue to purchase other days or other items e.g. Breakfast Club or trips etc in the Payments section, and then check out when you are finished.

Breakfast Club, operates the same way except when you click on 'pay now', if you wish to book the same day/s for additional weeks, you can click on repeat and choose the week, otherwise choose 'proceed'.

If you miss the cut off for Breakfast Club and need to make a booking please email [admin@terling.essex.sch.uk](mailto:admin@terling.essex.sch.uk)

If you miss the cut off for School dinners and your child does not have a packed lunch with them they will be given whatever hot food is available on that day and an invoice will be sent.