



## Guide to ordering KS2 school meals online

### How will I order lunches for my child?

All school meals are ordered and paid for through your Arbor account.

If you would like your child to have a hot meal, please ensure that you have placed your orders by **no later than Friday** for the following week's lunches.

Before placing the order you will need to have paid money onto your Arbor account.

### Ordering from the Parent Portal\*

From the main Parent Portal page, click **Quick Actions** and select **Meals**.

You'll be taken to the **Meal Choices** page. ***Please select Academic Year 2024/2025***

From here you will be presented with a list of Meals that have available menus to choose from - make sure you select the correct term **Autumn Term 1**.

When choosing a meal, click on the day. In the slide over you will see when the deadline for making your choice is.

You can also select your Meal Choice, and whether you would like to apply this to all future dates. For example if you would like to select Cheese & Tomato Pizza (Thursday's choice from the Week A menu) this will be automatically set to Pizza every Thursday on the Week A menu.

To edit or remove a meal choice that has already been made, click on the day to open the edit slide over. Update the meal choice, or click **Remove choice** to delete the choice and revert it to **No choices made**.

### Ordering from the Arbor App

Click the three lines to access your main menu, then click on **Meals**.

You'll be taken to the **Meal Choices** page. ***Please select Academic Year 2024/2025***

From here you will be presented with a list of Meals that have available menus to choose from - make sure you select the correct term - Autumn Term 1.

## **Inspiring a passion for learning!**

Priory Rise School, 160 Bronte Avenue, Tattenhoe Park, Milton Keynes, MK  
Telephone 01908 502572.  
Headteacher: Ruth Seagar  
Email: [office@prioryrise.milton-keynes.sch.uk](mailto:office@prioryrise.milton-keynes.sch.uk)  
[www.prioryrise.milton-keynes.sch.uk](http://www.prioryrise.milton-keynes.sch.uk)





When choosing a meal, click on the day. In the slide over you will see when the deadline for making your choice is.

You can also select your Meal Choice, and whether you would like to apply this to all future dates. For example if you would like to select Cheese & Tomato Pizza (Thursday's choice from the Week A menu) this will be automatically set to Pizza every Thursday on the Week A menu.

To edit or remove a meal choice that has already been made, click on the day to open the edit slide over. Update the meal choice, or click **Remove choice** to delete the choice and revert it to **No choices made**.

*\*Feedback from parents has shown it is easier to order from the parent portal.*

For more in-depth instructions please click on the following link:

<https://support.arbor-education.com/hc/en-us/articles/6956696271261-Meal-Menu-choices-on-the-Parent-Portal-or-Arbor-App>

### What if I have more than one child requiring school lunches?

You will need to order lunches for both children separately.

### How much is a school meal?

Meals will cost £2.75 per day.

### My child is entitled to Free School Meals, how do I order?

In the same way, however, you will not be charged.

**Payment will not need to be made to your Arbor school meals account.**

### When will payment be taken from my account?

Payment will only be taken from your Arbor school meals account when your child has taken a lunch, this will be taken at 1.30pm on the day. If your child has ordered a lunch but will be absent from school that day, it will automatically be cancelled, and no money will be taken.

If you wish to cancel a lunch, please follow the instructions above.

### How to top up your lunch account

On the main Arbor page you can see your childrens accounts, you can select the menu icon and then select payments. Click on the **meals** account to see more information. Click on the green Top up Account button. Input the amount to pay.

## **Inspiring a passion for learning!**

Priory Rise School, 160 Bronte Avenue, Tattenhoe Park, Milton Keynes, MK  
Telephone 01908 502572.  
Headteacher: Ruth Seagar  
Email: [office@prioryrise.milton-keynes.sch.uk](mailto:office@prioryrise.milton-keynes.sch.uk)  
[www.prioryrise.milton-keynes.sch.uk](http://www.prioryrise.milton-keynes.sch.uk)

