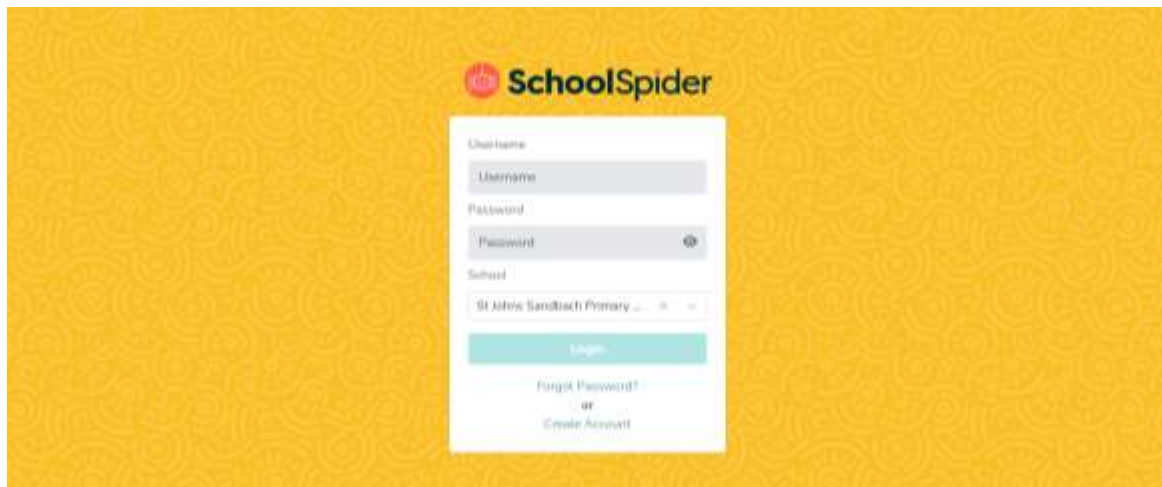


1. Login to the Parent Login either via the School Spider app or through the school website, which you can access by clicking the link below.

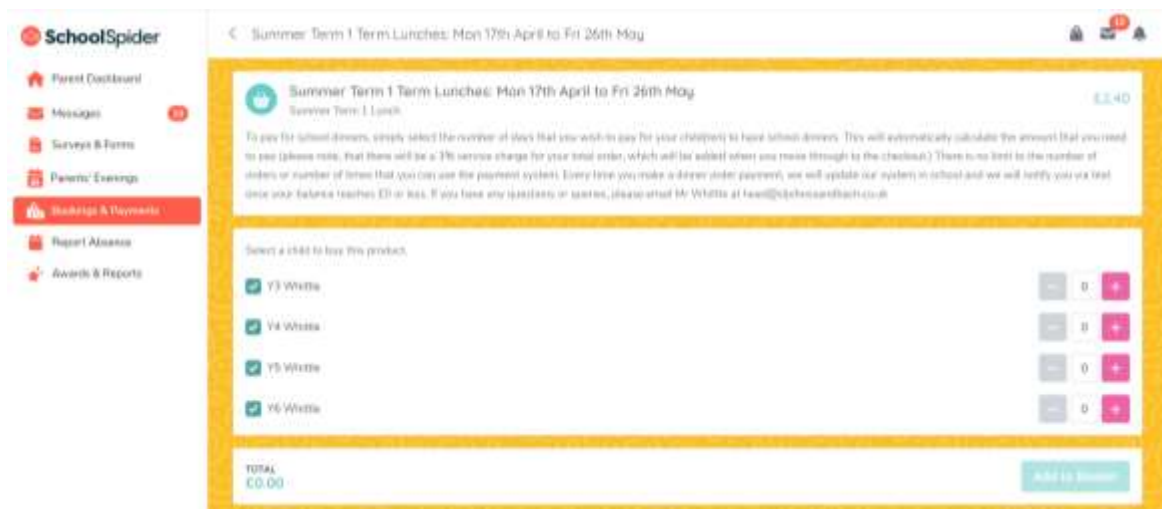
[Login to Parent Portal | School Spider | School Spider](#)



2. When you have logged in, click on the 'Bookings & Payments' tab, where you will then see the Term lunches for which you can make payment. Click on the tab to open the payment page.



3. Once you have opened the payment page for the lunches, you will see the screen below. Please read the information which will explain what you need to do.



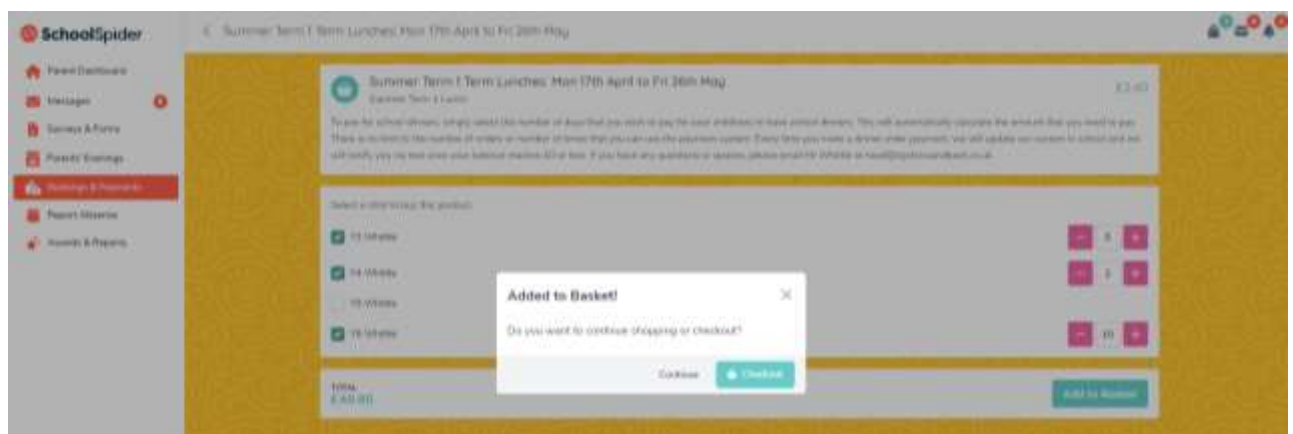
- To place an order for lunches, simply tick the box for the child whom you wish to order a number of lunches for. You can then use the + and – buttons at the side, to select the number of lunches you wish to purchase.
There is no limit to the number of lunches you can order or the number of times you wish to place an order.
If you don't want to order any lunches for any of your children, simply 'un-tick' their box.

In the screen shot below, I have ordered 5 lunches for my child in Year 3, 2 lunches for my child in Year 4, no lunches for my child in Year 5 and 10 lunches for child in Year 6. That is a total of 17 lunches at a total cost of £40.80 (which can be seen at the bottom of the screen)

Once you are happy with your order, click add to basket.



- You will now be prompted to ask if you wish to proceed to the checkout. If you are ready to go to the checkout now, simply click 'checkout'. If you wish to continue with any more orders, you can click 'continue', which will then take you back to the 'Bookings and Payments' page. You can always click on the shopping bag icon in the top right of the screen to take you directly to the checkout page.

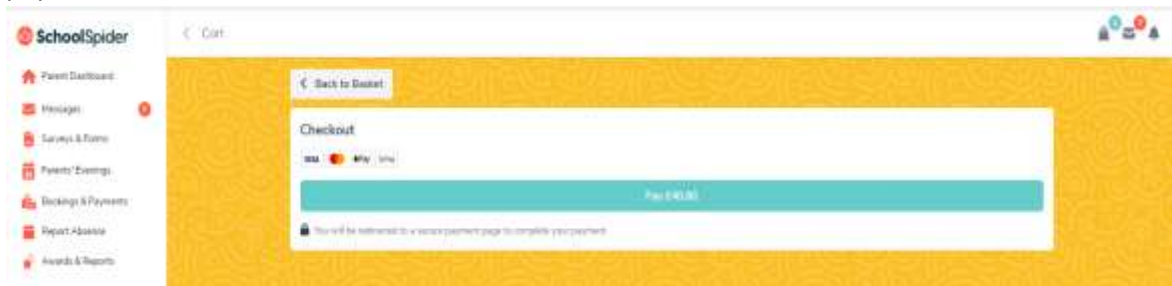


- Once you are in the checkout page, you can view your order by clicking on the down arrow next to the amount and cost of dinners that you have ordered.

Below your order summary, you will see the total amount that you need to pay. When you are ready to pay, simply click on the blue checkout bar.



- Please now click on the blue pay bar, which shows the total amount that you will need to pay.



- You will now be redirected to a secure payment page, where you can enter your details to make payment.



9. Once payment has been made, you will then be taken back to the parent portal, where you will be able to view a receipt of your payment. You will also receive a receipt via email.



10. Once your payment has been processed, we will update our dinner payment spreadsheet. You can pay for as many dinners as you like - a week at a time or for the full half term. We will send you a text message once your child's dinner account reaches £0 or below.

If you have any questions or queries, please don't hesitate to email Mr Whittle at head@stjohnssandbach.co.uk