



## 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:

A screenshot of a web interface showing three buttons: 'Sign-In' with a person icon, '? Forgot Password', and 'Register' with a pencil icon. A red arrow points from the text 'click on the Register tab.' in the previous step to the 'Register' button.

 Sign-In	? Forgot Password	 Register
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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.

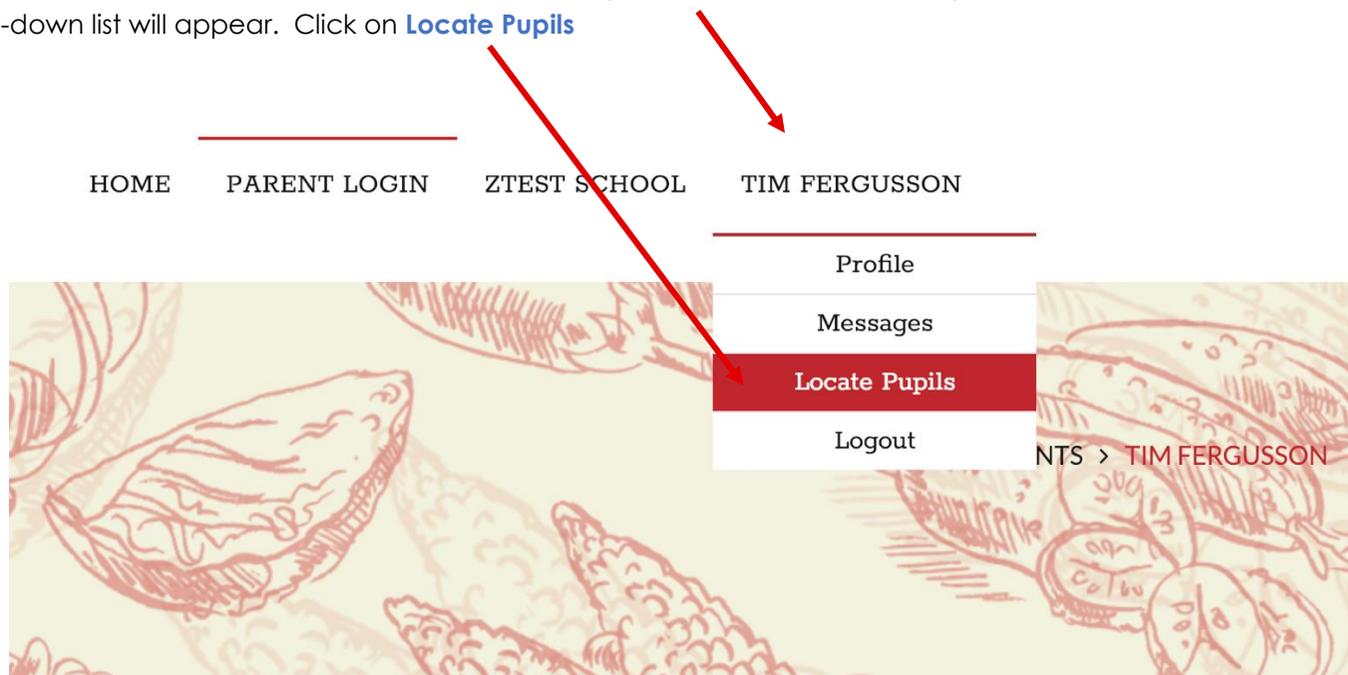


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**Once your account is up and running, you will be able to order your child's meals from home or on the go, using any device, up to a term in advance. Menus are available to choose from once the last term has finished.**

### 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 to provide your ParentPay.com username. If you have not yet activated a ParentPay account then please enter the 'Activation Code' that you were previously provided with. 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.



### Q Find Your Pupil(S)

NURSERY

ACCORNS

First Name

Last Name

Date of birth

ParentPay Username

Q LOCATE



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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 the ParentPay.com 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:

January 2019							February 2019							March 2019							April 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
-	-	1	2	3	4	5	-	-	-	-	-	1	2	-	-	-	-	-	1	2	-	1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31	-	-	24	25	26	27	28	-	-	24	25	26	27	28	29	30	28	29	30	-	-	-	-
														31	-	-	-	-	-	-							



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## Pre-Order Meals:

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S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
-	-	1	2	3	4	5	-	-	-	-	-	1	2	-	-	-	-	-	1	2	-	1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31	-	-	24	25	26	27	28	-	-	24	25	26	27	28	29	30	28	29	30	-	-	-	-
														31	-	-	-	-	-	-							



Beef in Black Bean Sauce



Quorn & Vegetable Stir-fry



Jacket Potato



Wrap



Pasta



Fruity Chocolate Traybake

Please make your selections below for: 05/03/2019

Main/Option

Pudding

Place Order

1. Once a future date is selected, the pictures and names of the dishes available that day will appear below the calendar. If you are accessing with your phone the calendar and photo display will be stacked.
2. Clicking a photo will scroll you further down to the meal selection dropdowns.
3. Clicking on the red dish names under the photos, will open a new browsing window and go direct to the dish recipe details where you can find all ingredient and allergen details.
4. Once you have decided upon the appropriate choice(s) via the dropdown selectors press the green 'Place Order' button.



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## Meal Order Placement - Assurance for dealing with intolerances

If your child has any allergies or lifestyle choices that are incompatible with the chosen dish a red alert will appear and you will be prompted to select another dish. In the example below (left) Jane Fergusson is registered with the school as a Vegetarian. Trying to order the sausage option will not proceed. The second option dish 'Bean & Veg pie' in the example below (right) is suitable for vegetarians and is accepted and the order is placed and confirmed with the green confirmation box:

Class: Y3 ACORNS (Year: 3)  
Jane is registered as **VEGETARIAN**

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:

January 2019							February 2019							March 2019							April 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
-	-	1	2	3	4	5	-	-	-	-	-	1	2	-	1	2	3	4	5	6	-	-	-	-	-	-	-
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31	-	-	24	25	26	27	28	-	-	24	25	26	27	28	29	30	28	29	30	-	-	-	-
							31	-	-	-	-	-	-	31	-	-	-	-	-	-							

**Main/Option:** Cumberland Sausages  
**Puttting:** Fresh Fruit

**Place Order**

**Cumberland Sausages** **Bean & Vegetable Cottage Pie** **Jacket Potato** **Wrap** **Pasta** **Blackberry Sponge and Custard**

Please make your selections below for: 21/02/2019

**Order Placed!**

Thank you, your order has been reserved for 21/02/2019. You can changes your choices up to and including the day before.

**Main/Option:** Bean & Vegetable Cottage Pie  
**Puttting:** Fresh Fruit

**Place Order**



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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:**

### Pre-Order Meals:

Please click the dates below to pre-order meals

January 2019						
S	M	T	W	T	F	S
-	-	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	-	-

Meal Choice: 16/01/2019

No Meal Taken

**B:**

### Pre-Order Meals:

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

January 2019							Feb		
S	M	T	W	T	F	S	S	M	T
-	-	1	2	3	4	5	-	-	-
6	7	8	9	10	11	12	3	4	5
13	14	15	16	17	18	19	10	11	12
20	21	22	23	24	25	26	17	18	19
27	28	29	30	31	-	-	24	25	26

Meal Choice: 29/01/2019

Main Course: **Broc-Cauli Pasta Bake JNR**

Pudding: **Pineapple Upside-down Pudding JNR**



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Clicking on future dates where 'No Meal has been selected' (C) daily choices, photos and option selectors will appear below the calendar. On days where additional 'combo' options are offered (Jacket Potatoes / Hot Wraps / Hot Pasta Pots) an additional dropdown menu will appear for you to choose a filling if one of the combo choices is selected.

C:

### Pre-Order Meals:

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

January 2019							February 2019							March 2019							April 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
-	-	1	2	3	4	5	-	-	-	-	-	1	2	-	-	-	-	-	1	2	-	1	2	3	4	5	6
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31	-	-	24	25	26	27	28	-	-	24	25	26	27	28	29	30	28	29	30	-	-	-	-
														31	-	-	-	-	-	-							



Beef in Black Bean Sauce



Quorn & Vegetable Stir-fry



Jacket Potato



Wrap



Pasta



Fruity Chocolate Traybake

Please make your selections below for: 05/03/2019

Main/Option

pudding

Place Order



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

D:

### Pre-Order Meals:

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

January 2019							February 2019							March 2019							April 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
-	-	1	2	3	4	5	-	-	-	-	-	1	2	-	-	-	-	-	1	2	-	1	2	3	4	5	6
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20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31	-	-	24	25	26	27	28	-	-	24	25	26	27	28	29	30	28	29	30	-	-	-	-
														31	-	-	-	-	-	-							



Fish Fingers



Cheese & Pepper Quiche



Jacket Potato



Wrap



Pasta



Apple & Cinnamon Layer and Cream

Please make your selections below for: 08/03/2019

Main/Option	Jacket Potato	↕
	Baked Beans	↕
Pudding	None Selected!	↕

Place Order