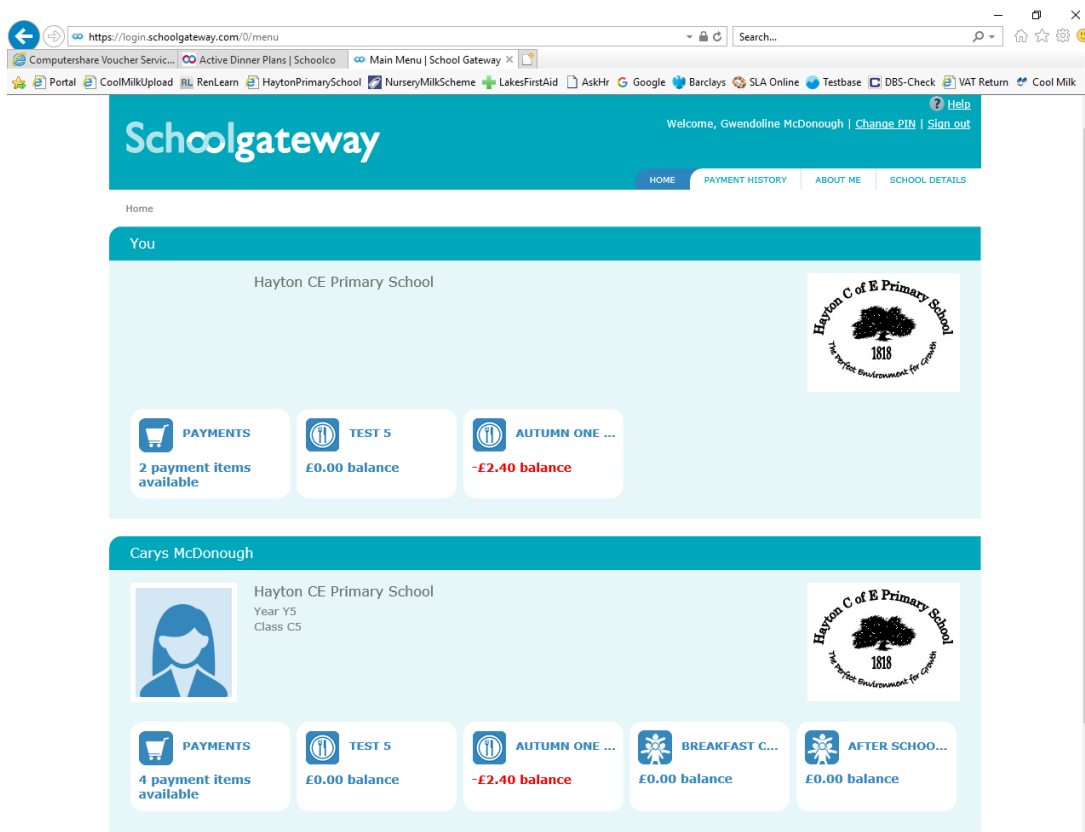
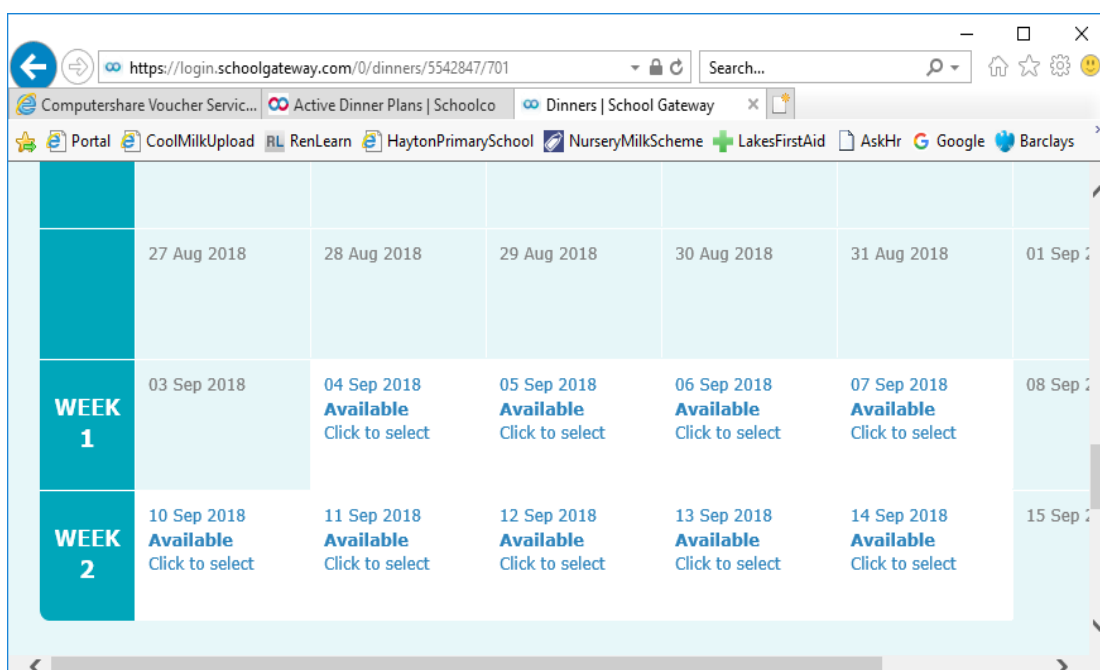


Instructions for using School Gateway to Order School Dinners

1. If you have never used School Gateway before:
 EITHER Download School Gateway from your app store (Android and iPhone) OR
 Visit the website: www.schoolgateway.com and click on 'New User'. You'll receive a text message with a PIN number. Use this PIN to login to School Gateway.
2. Login to your School Gateway Account.



2. Select the Knife and Fork symbol



- Click on the relevant days you wish your child to have dinners and choose from the options available.

The screenshot shows a web browser window with the URL <https://login.schoolgateway.com/0/dinners/5542847/701>. The page displays a calendar for August and September 2018. A 'MENU CHOICES' pop-up window is open, listing various dinner options with their prices and color-coded selection buttons.

Color	Item	Price
Red	Beef Burger	£2.40
Green	Veggie Burger	£2.40
Orange	Beans Jacket Potato	£2.40
Orange	Cheese Jacket Potato	£2.40
Orange	Tuna Mayo Jacket Potato	£2.40
Purple	Ham Baguette	£2.40
Purple	Cheese Baguette	£2.40
Purple	Tuna Mayo Baguette	£2.40
Yellow	GF Burger & Bun (Gluten Free Children Only)	£2.40

Below the menu choices, there is a 'Transactions' table:

Date	Description	Amount	Balance
25 June 2018	Cancelled: Tuesday 04 Sep 2018	£2.40	£0.00
25 June 2018	Booked: Tuesday 04 Sep 2018 -	-£2.40	-£2.40
25 June 2018	Cancelled: Tuesday 04 Sep 2018 (Only)	£2.40	£0.00
25 June 2018	Booked: Tuesday 04 Sep 2018 - (Only)	-£2.40	-£2.40

- Once you have made your choices you will end up with a similar screen to the one below.

The screenshot shows the same web browser window as above, but now the calendar is updated with selected dinner options. The 'MENU CHOICES' pop-up is no longer visible.

Week	03 Sep 2018	04 Sep 2018	05 Sep 2018	06 Sep 2018	07 Sep 2018	08 Sep 2018	09 Sep 2018
WEEK 1	Available Click to select	Selected £2.40 Red	Selected £2.40 Red	Selected £2.40 Green	Selected £2.40 Blue	Available Click to select	Available Click to select
WEEK 2	Selected £2.40 Red	Selected £2.40 Pink	Selected £2.40 Purple	Selected £2.40 Orange	Available Click to select	Available Click to select	Available Click to select

5. You will then need to select BACK TO TOP OF PAGE and choose **BOOK SELECTED DAYS**.

Current balance is £0.00

Hayton Primary School
1818
The Perfect Environment for Children

8
Days selected
Cost £19.20

BOOK SELECTED DAYS

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
EK	02 Jul 2018	03 Jul 2018 Unavailable Booking Closed	04 Jul 2018 Unavailable Booking Closed	05 Jul 2018 Unavailable Booking Closed	06 Jul 2018 Unavailable Booking Closed	07 Jul 2018	08 Jul 2018
EK	09 Jul 2018 Unavailable Booking Closed	10 Jul 2018 Unavailable Booking Closed	11 Jul 2018 Unavailable Booking Closed	12 Jul 2018 Unavailable Booking Closed	13 Jul 2018 Unavailable Booking Closed	14 Jul 2018	15 Jul 2018

6. If you are eligible to pay, you will be asked for payment for your selected dinners.

7. If you wish to pay in smaller amounts rather than the whole half term, you can just pay off a set amount each month as per table below, into your child's account. This will enable you to keep constant manageable payments going throughout the year.

	Current Cost Per Day	School Days Per Year	Current Cost Per Year	Current Cost Per Month Sept to June (10 Months)
5 lunches a week	£2.40	190	£456.00	£45.60
4 lunches a week	£2.40	190	£364.80	£36.48
3 lunches a week	£2.40	190	£273.60	£27.36
2 lunches a week	£2.40	190	£182.40	£18.24
1 lunch a week	£2.40	190	£91.20	£9.12