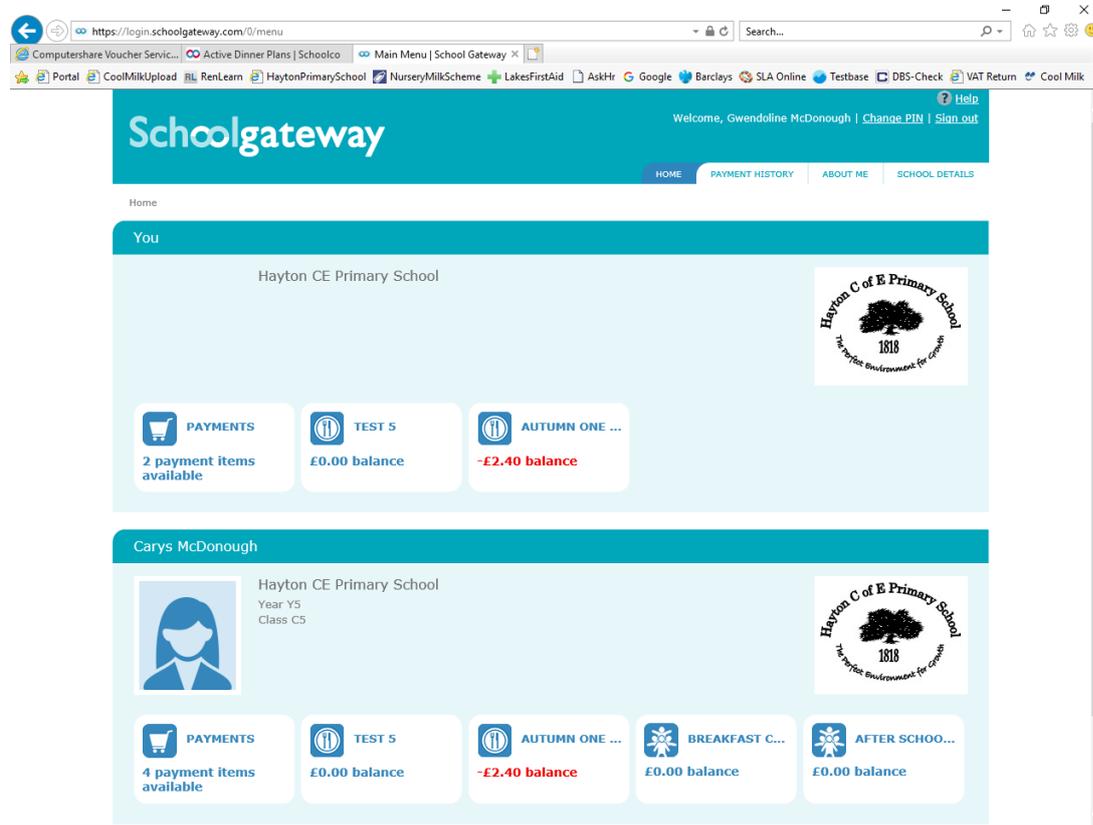


Instructions for using School Gateway to Order School Dinners

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.

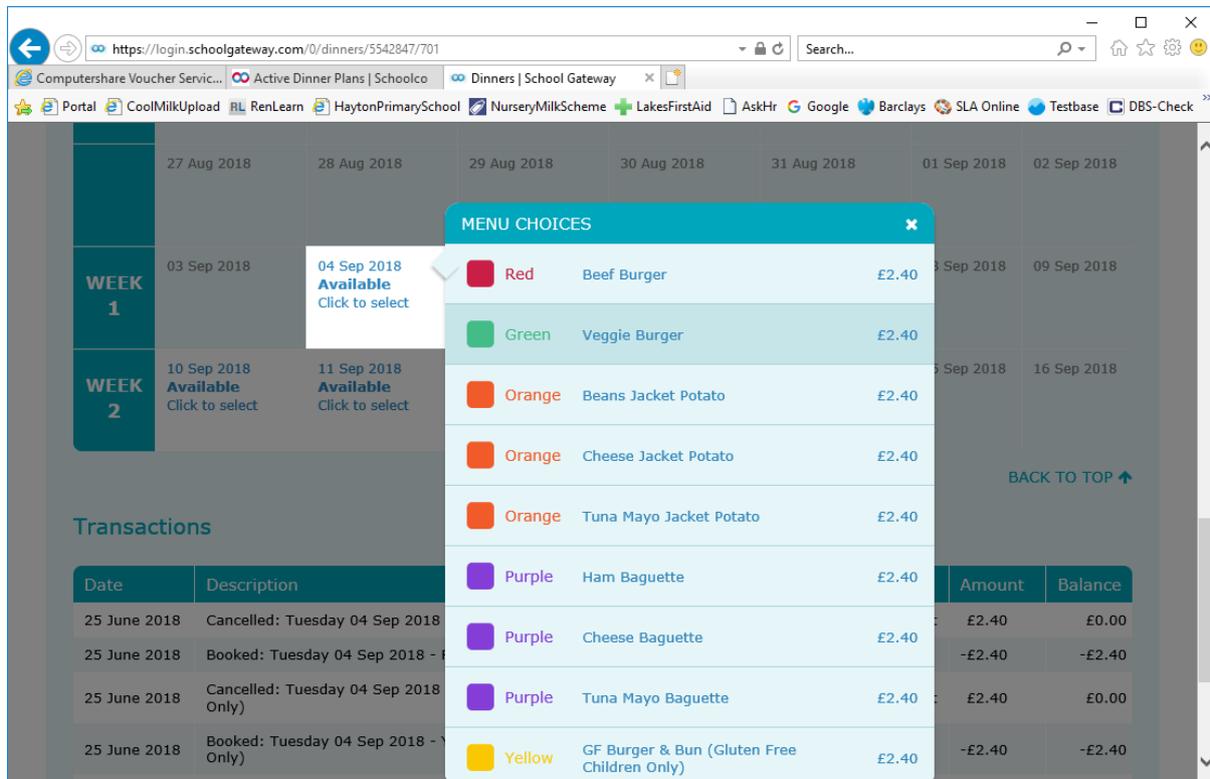


2. Select the Knife and Fork symbol for the correct term i.e. Autumn One 2018.

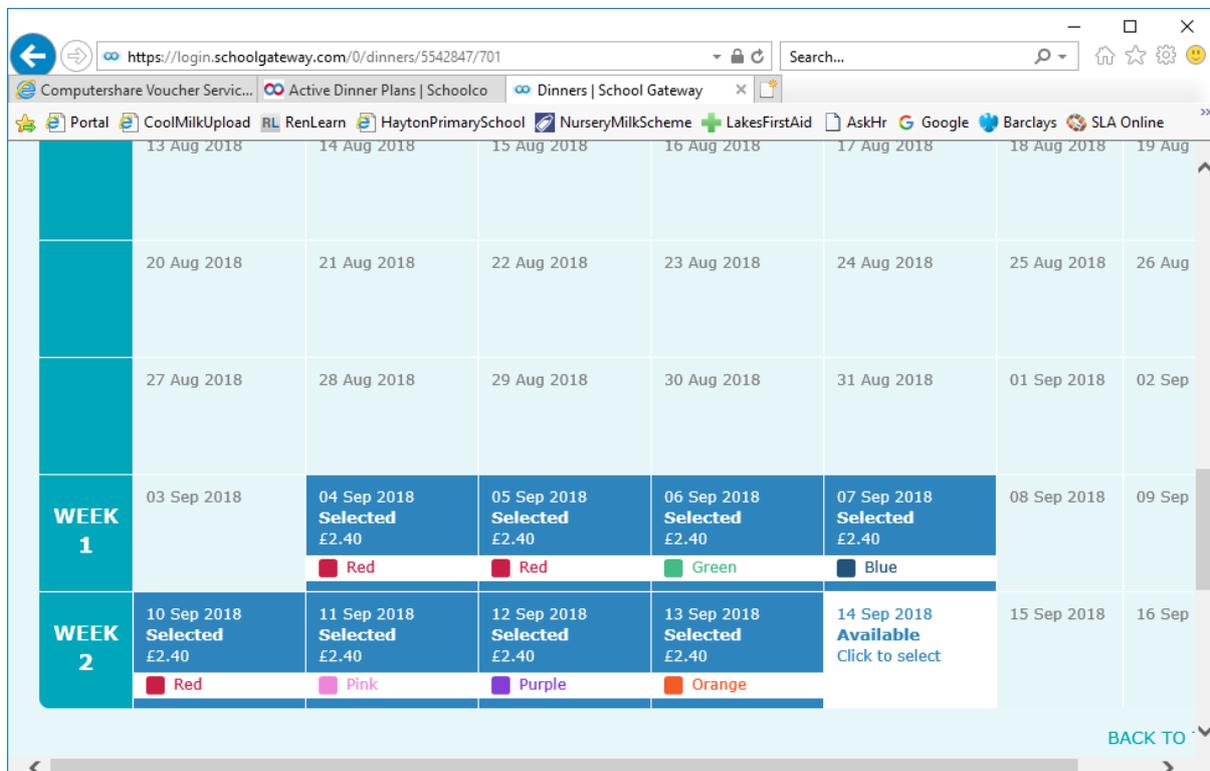
The screenshot shows the 'Dinners' page with a calendar view. The calendar is organized into two weeks, 'WEEK 1' and 'WEEK 2'. Each day in the calendar shows the date and the status of the dinner (e.g., 'Available', 'Click to select'). The 'Knife and Fork' symbol is used to indicate the correct term for the dinner.

	27 Aug 2018	28 Aug 2018	29 Aug 2018	30 Aug 2018	31 Aug 2018	01 Sep 2018
WEEK 1		04 Sep 2018 Available Click to select	05 Sep 2018 Available Click to select	06 Sep 2018 Available Click to select	07 Sep 2018 Available Click to select	08 Sep 2018
WEEK 2	10 Sep 2018 Available Click to select	11 Sep 2018 Available Click to select	12 Sep 2018 Available Click to select	13 Sep 2018 Available Click to select	14 Sep 2018 Available Click to select	15 Sep 2018

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



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



5. You will then need to select BACK TO TOP OF PAGE and choose **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. (We have not tested the direct debit option but it looks like it will give you the option of direct debit if you wish to pay in smaller amounts in stages and book for the whole half term.)

Credits for Absences

If you are owed credits for this second half of the Summer Term, please email office@hayton.cumbria.sch.uk and the credits will be applied in the Autumn Term.