Hot School Meals
Pirton Hill Primary School

<u>Activating Your SchoolGrid Account</u>

Parent / Carer Guide

This applies to <u>all parents / carers</u> – including those whose children have free school meals.

dolce
schools catering

How do I set up a SchoolGrid account?

The school will register you with SchoolGrid using your child's 'primary contact' and the email address that we have for them.
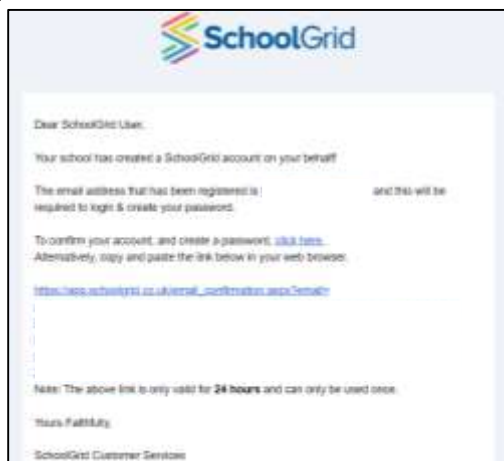
Once your account has been activated, **you will receive an email from SchoolGrid with your log in details**. Don't forget to check your spam / junk folder.

What does the email look like?

The email will come with a link – all you need to do is click on the link and choose a password!

The link is only valid for 24 hours, so please do it straight away!

Your password must be at least 8 characters long and include at least one capital letter, lower case letter and number!

When you log in for the first time…

SchoolGrid will ask you to provide any details that are missing from your account (e.g. contact number, address).

Once these are provided, it will take you to the main "home screen".

What does the Home Screen look like?

The homes screen gives you basic information *(in this example the parent has 2 children, if you have more you will need to scroll down)*

The three lines open a drop down list – which takes you to everything you need!

You will see a summary box for each of your children (at Pirton Hill)

The child box will show if they are entitled to free meals.
(This information is provided by the school – please speak to the office if you think that this is wrong)

If you pay for your child's meals, their account balance will show here
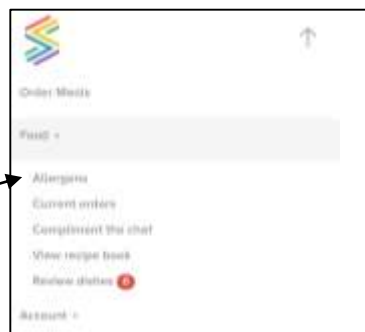
There are a number of "how to" sections at the bottom!

My child has allergies… what do I do?

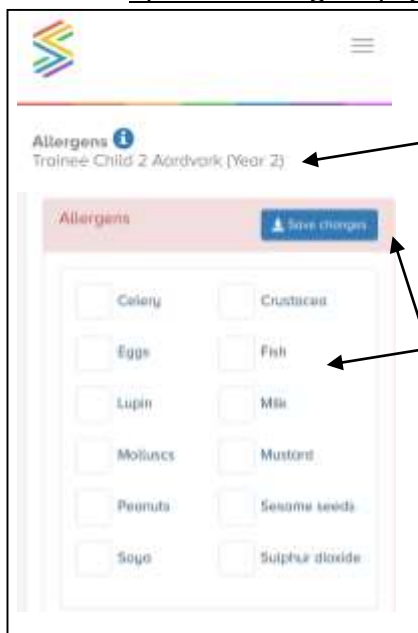This section is for allergies **NOT preferences**.

Click on the three lines in the top right hand corner of the home screen to see all of the options.

Click on 'Food' to expand that menu

Then select 'Allergens'

This will <u>open the allergens page</u>:

At the top of the page it which show which child you are inputting allergens for!

Click any allergens that your child has.

Remember, your child will not be able to choose anything from the menu that contains anything you tick!

Save (and repeat for any other children you have)

Ordering Meals? See our "How to Order Hot Meals" Parent / Carer Guide