

St Alban's Catholic Primary School

Enjoying and Excelling in the Presence of God



Westbourne Avenue, Walkerdene, Newcastle upon Tyne. NE6 4HQ (0191)2625552

E-mail: office@stalbansnewcastle.co.uk

Head Teacher: Mrs C Yeoman

Quick step-by-step: make meal choices in the Arbor Parent App

1. Open the Arbor Parent App & sign in

Launch the app and sign in with your Arbor credentials. If you look after more than one child, you can **switch student** from the profile icon (bottom right).

2. Open the main menu and go to "Meals"

Tap the three horizontal lines (menu) and choose **Meals** (or from the home screen use **Quick Actions** → **Meals**). This opens the *Meal Choices* page

3. View available menus and dates

You'll see a list of meal events/menus and a calendar or list of future dates. Each date shows whether choices are available, a school holiday, or whether the deadline to choose has passed.

4. Select a day to edit choices for that week

Tap a specific day (or the week view) to open the drop-down menu of meal options for that day (e.g., Main A, Main B, Packed lunch, Vegetarian). Choose the option you want next to each day.

5. Confirm (Process) your choices

After you've selected options for the days you want, tap the **Process** (green) button to confirm your selections. If your school requires you to have credit in the meals account, your choices will go into a **Basket**, and you must **Checkout**/pay to confirm.



St Alban's Catholic Primary School

Enjoying and Excelling in the Presence of God



Westbourne Avenue, Walkerdene, Newcastle upon Tyne. NE6 4HQ (0191)2625552

E-mail: office@stalbansnewcastle.co.uk

Head Teacher: Mrs C Yeoman

6. If payment is required: go to Basket → Checkout

If a payment is needed, tap **Go to Basket** or **Quick Actions** → **Basket**, then **Checkout**. Add card details and complete the payment (you may be asked to authenticate via your bank). Once paid, meal choices are confirmed.

7. Edit or remove an existing choice

If you need to change a choice you've already made, first set that day to **No Choice Selected** from the same dropdown, then tap **Process** to remove it. After that you can re-select a different option and **Process** again. (If you try to change directly you may see a "There was a problem" message.)

8. Deadlines & what happens after a deadline

The school sets a deadline (24hrs in advance). After that time, you can view but not edit choices — contact the school office if you need a change after the deadline.

If you need any further help, Please contact the school office.

