# 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**  $\rightarrow$  **Meals**). This opens the *Meal Choices* page

#### 3. View available menus and dates

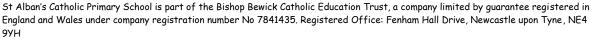
You'll see a list of meal events/menus and a calendar or list of future dates. Each date shows whether choices are available, a school holiday, or whether the deadline to choose has passed.

#### 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  $\rightarrow$  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.

St Alban's Catholic Primary School is part of the Bishop Bewick Catholic Education Trust, a company limited by guarantee registered in

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

