



HOW

TO

ORDER

PANTRY



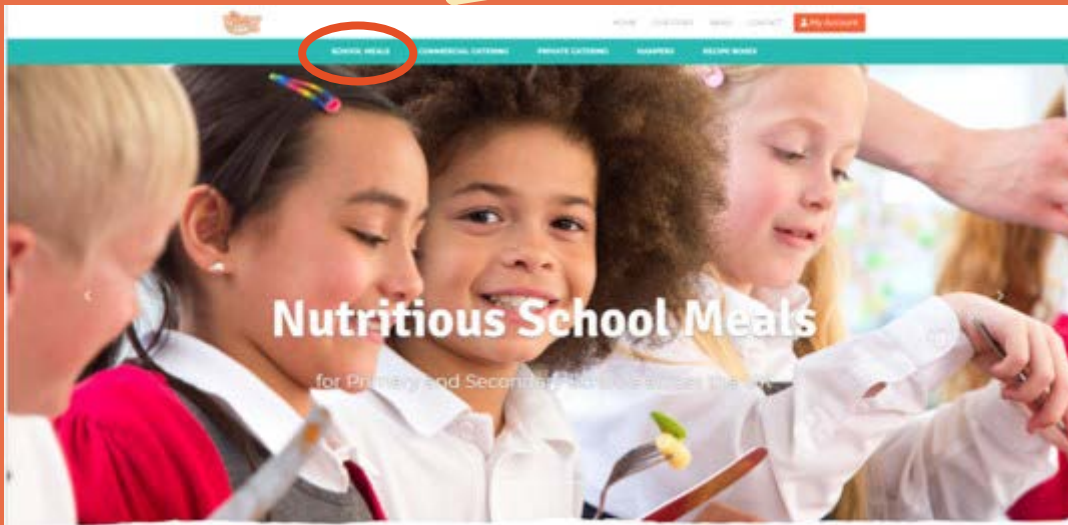
LUNCHES

## STEP ONE

GO TO THE PANTRY'S HOME PAGE - [WWW.THEPANTRYCATERING.CO.UK](http://WWW.THEPANTRYCATERING.CO.UK)

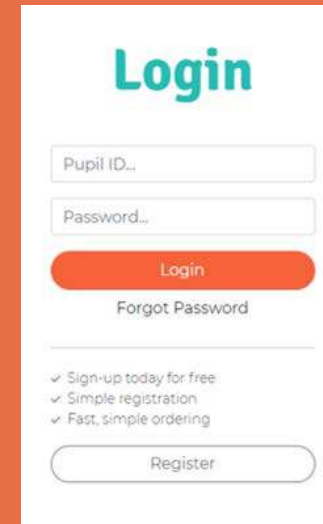
## STEP TWO

CLICK 'SCHOOL MEALS'



## STEP THREE

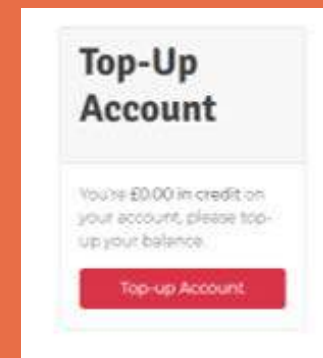
LOG INTO YOUR PANTRY ACCOUNT USING YOUR PUPIL ID AND PASSWORD. IF YOU HAVE FORGOTTEN YOUR PASSWORD YOU CAN CLICK THE “FORGOT PASSWORD” LINK, THIS WILL SEND YOU AN AUTOMATIC EMAIL TO CREATE A NEW PASSWORD. IF YOU HAVE FORGOTTEN YOUR PUPIL ID YOU CAN CONTACT OUR CUSTOMER SERVICE TEAM



The screenshot shows a login interface with a teal header 'Login'. Below it are two input fields: 'Pupil ID...' and 'Password...'. A red 'Login' button is positioned below the password field, with a 'Forgot Password' link underneath it. At the bottom, there is a 'Register' button and a list of benefits: 'Sign-up today for free', 'Simple registration', and 'Fast, simple ordering'.

## STEP FOUR

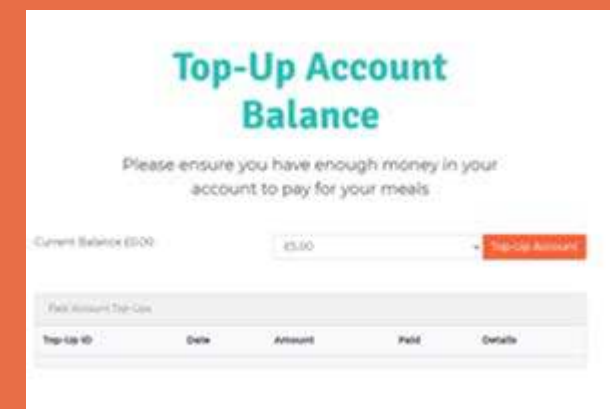
ONCE YOU HAVE LOGGED INTO YOUR PANTRY ACCOUNT, YOU WILL BE TAKEN TO AN ORDERING DASHBOARD, YOU WILL BE REQUIRED TO TOP UP YOUR BALANCE UNLESS YOUR CHILD IS IN KEY STAGE 1 (RECEPTION, YEAR1 AND YEAR 2) OR RECEIVES FREE SCHOOL MEALS. IF TOPPING UP YOUR ACCOUNT DOES NOT APPLY TO YOU PLEASE SKIP TO STEP 6.



The screenshot shows a 'Top-Up Account' page. It features a grey header with the title 'Top-Up Account'. Below the header, a message states: 'You're £0.00 in credit on your account, please top-up your balance.' A red 'Top-up Account' button is located at the bottom of the page.

## STEP FIVE

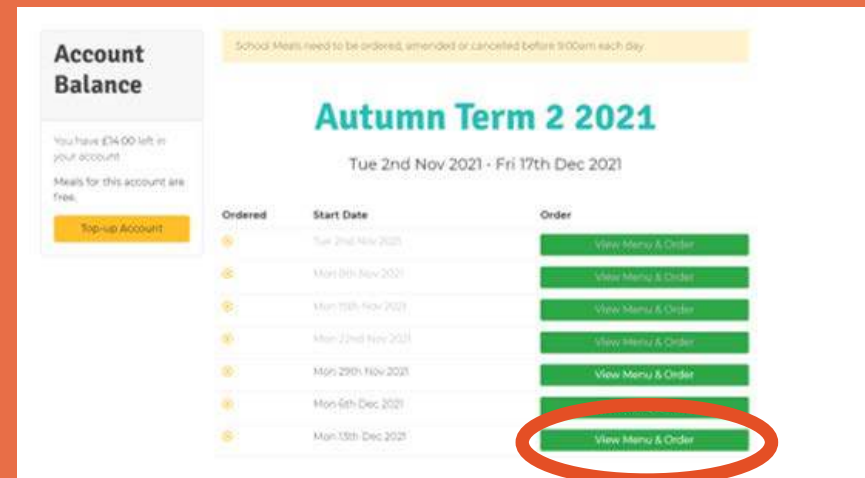
SELECT THE AMOUNT YOU WOULD LIKE TO TOP UP AND FOLLOW THE PAYMENT INSTRUCTIONS.



The screenshot shows a 'Top-Up Account Balance' page. It has a teal header with the title 'Top-Up Account Balance'. Below the header, a message says: 'Please ensure you have enough money in your account to pay for your meals.' There is a 'Current Balance £0.00' and a dropdown menu showing '£5.00' with a red 'Top-Up Account' button next to it. At the bottom, there is a table titled 'Past Account Top-Ups' with columns: 'Top-Up ID', 'Date', 'Amount', 'Paid', and 'Details'.

## STEP SIX

NOW YOUR ACCOUNT IS TOPPED UP YOU CAN PLACE YOUR ORDERS. PLEASE TAKE NOTE OF YOUR SCHOOLS ORDER CUT OFF DISPLAYED AT THE TOP OF THE PAGE. YOU WILL BE UNABLE TO PLACE ORDERS, AMEND ORDERS OR CANCEL ORDERS AFTER THE ORDER CUT OFF TIME.



## STEP SEVEN

ON YOUR ORDER DASHBOARD YOU WILL SEE A BREAKDOWN OF WEEKLY MENU'S – YOU CAN ORDER DAILY, WEEKLY, MONTHLY OR TERMLY, WHICHEVER OPTION WORKS BEST FOR YOU

SELECT THE “VIEW MENU & ORDER” BUTTON PENDING THE WEEK YOU WISH TO ORDER FROM – THE DATE INDICATES THE STARTING DATE OF THAT WEEK. YOU WILL NOT BE ABLE TO VIEW



## STEP EIGHT

ON THE DAYS YOU WISH TO ORDER PLEASE SELECT THE TICK BOX TO LOAD THE MENU. IT IS VERY IMPORTANT TO SELECT THIS TICK BOX AS YOUR ORDER WILL NOT PROCESS CORRECTLY WITHOUT THIS BEING DONE

**Menu for Autumn Term 2021**  
Week Commencing 6th Dec 2021 week #49 of 2021

Mon 6th Dec	Tue 7th Dec	Wed 8th Dec	Thu 9th Dec	Fri 10th Dec
<input checked="" type="checkbox"/> Select Meal	<input checked="" type="checkbox"/> Select Meal	<input checked="" type="checkbox"/> Select Meal	<input type="checkbox"/> Select Meal	<input type="checkbox"/> Select Meal
Prime Lamb Burger served with Seasoned Corn Cakes. Cakes containing gluten, Sesame seeds, Soya, Sulphur dioxide	Katsu Style Chicken served with Long Grain Rice. Cakes containing gluten, Soya, Milk	Roast Turkey served with Herby Potatoes & Onion. Sulphur dioxide	Homemade Lamb Cakes with Seasoned Chutney/Chutney Cakes containing gluten, Sesame seeds	Pork Fingers & Mashed Potatoes served with gravy, Soya
Mexican Vegetable Burrito Bake with Wholegrain Rice. Cakes containing gluten	Cheese & Tomato Pinwheel served with Crunchy Salad. Cakes containing gluten, Eggs, Soya, Milk	Winter Vegetable Wellington served with Herby Potatoes & Onion. Cakes containing gluten, Eggs, Sulphur dioxide	Chick & Mushroom Cakes with Chutney/Chutney Cakes containing gluten, Soya	Cakes & Pumpkin Pie with Gravy. Cakes containing gluten
Jackpot Potatoes with Baked Beans	Jackpot Potatoes with Baked Beans	Jackpot Potatoes with Baked Beans	Jackpot Potatoes with Baked Beans	Jackpot Potatoes with Baked Beans
Jackpot Potatoes with Tuna Mayo/Onion. Eggs, Fish	Jackpot Potatoes with Tuna Mayo/Onion. Eggs, Fish	Jackpot Potatoes with Cheese & Beans. Milk	Jackpot Potatoes with Cheese & Beans. Milk	Jackpot Potatoes with Cheese & Beans. Milk
Egg Mayo/Onion Sandwich. Cakes containing gluten, Eggs, Sesame seeds, Soya	Egg Mayo/Onion Sandwich. Cakes containing gluten, Eggs, Sesame seeds, Soya	Egg Mayo/Onion Sandwich. Cakes containing gluten, Eggs, Sesame seeds, Soya	Egg Mayo/Onion Sandwich. Cakes containing gluten, Eggs, Sesame seeds, Soya	Egg Mayo/Onion Sandwich. Cakes containing gluten, Eggs, Sesame seeds, Soya
Carrots & Peas	Broccoli & Green Beans	Carrots & Broccoli	Peas & Cauliflower	Peas & Cauliflower
Fruit & Yogurt. Milk	Fruit & Jelly (vegetarian)	Body Rice Crispie Tray Bake. Cakes containing gluten, Soya, Milk	Body Rice Crispie Tray Bake. Cakes containing gluten, Eggs, Soya, Milk	Body Rice Crispie Tray Bake. Cakes containing gluten, Eggs, Soya, Milk
Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit	Fresh Fruit
Allergen Dessert Served	Allergen Dessert Served	Allergen Dessert Served	Allergen Dessert Served	Allergen Dessert Served

Back **Save Choices**

## STEP NINE

SELECT YOUR CHILD'S MAIN MEAL AND DESERT OPTION, CLICKING THE SMALL ROUND BUTTON ABOVE THE FOOD OPTION AND THEN SELECT THE SAVE CHOICES BUTTON AND WAIT FOR IT TO SAVE