

SELECTING MEALS

☞ This option only applies to participating schools

The deadline for pre-ordering meals varies for each school ☞

☞ You will not be charged if your child/children do not consume a meal

If you don't pre-order for your child we can't guarantee they will receive a meal ☞

☞ If your child is entitled to free school meals you still need to pre-order their meals

**Please note - Pre-selection is not available for Special Diets.
Please contact the Cypad Support Team for further details.**

1. Click 'Select Menu' from the options on the left hand side
2. Once the meal has been chosen the box will be highlighted in green. To deselect, click on the meal again
3. Once you are happy with your selection, click 'Save'

Don't panic!

Our payment website is having a makeover! It will appear as pictured after 30th January 2017.

But don't worry! If you access it before then just get touch if you have any questions.



SCHOOL LUNCHES ONLINE

Your guide to registering online for meals & payments

STEP ONE - REGISTRATION

Log on to www.feedinghungryminds.co.uk
Use the search bar to find your school ☞



Once on your school home page, click on 'Payments' which will take you to our payment website ☞


Now select 'Click here to Register' to sign up ☞



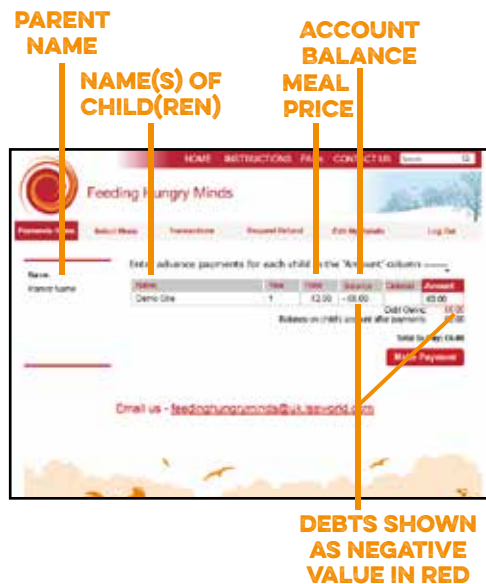
1. Complete '**Personal details**' with **parent** details. Please note, all boxes marked with an asterisk * are mandatory and must be completed.
2. Complete new **pupil** details by selecting the school from the drop down box then entering the child name, year and class.
3. Click '**Register Me**'


You should receive an email confirming that we have your details and are processing your account. We will send a second email confirming that your account is active within 2 working days. In the unlikely event that you do not receive a confirmation email, please contact the Cypad Support Team on 01924 792334 or email feedinghungryminds@uk.issworld.com

STEP TWO - MAKING A PAYMENT

Once registered, you can log in by entering your email address and password and clicking 'Sign In'. You will now be taken to your account. From here you can view your balance, add funds, view transactions and select meals (subject to the school your child attends using the pre-ordering option) 

If your child is entitled to free school meal you DO NOT need to make payments



To make a payment click on the amount column and enter the amount you wish to pay. Once you have entered the amount click 'Make Payment' to enter your payment details 


Please note - Any amount outstanding will automatically be added to the amount you enter. Please check the 'Total to Pay' before continuing



Please note - This is a pre-payment system; your account must be in credit before meals are consumed.

Money will only be deducted from your account when your child has a meal. So if they only have a school meal once a week, we will only deduct the cost of a meal on that day. Your balance will remain unchanged on the days he/she does not have a school meal.

There is a minimum payment of £10 required to use this system. This can be split between 2 or more children in any combination as long as the payment equals £10 or more

Please fill in your card details. Once complete click 'Authorise'. Once your payment has been authorised your account will be updated and you will receive a confirmation email 



If you have any queries regarding payments, please contact the Cypad Support Team on 01924 792334 or alternatively you can email them at feedinghungryminds@uk.issworld.com