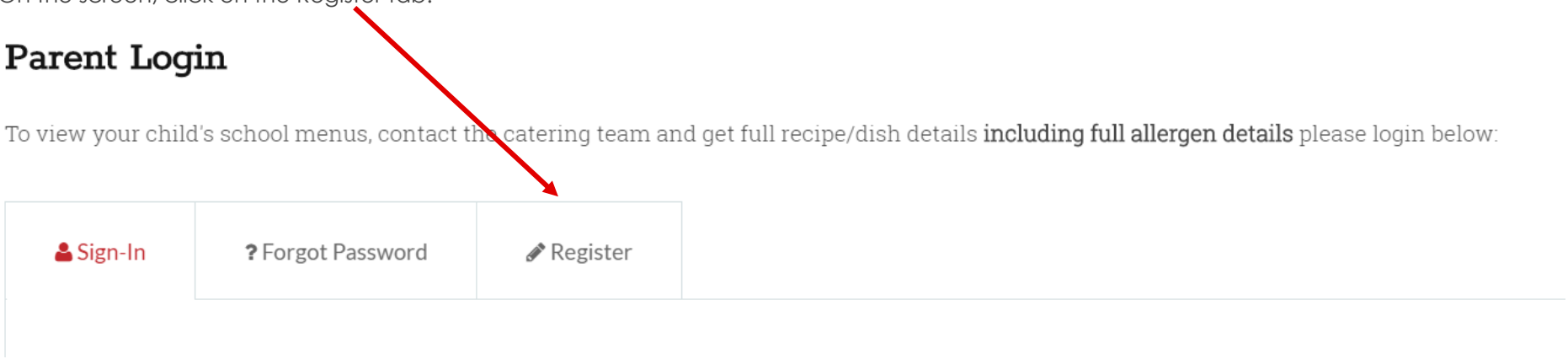
Relish-till: Online meal pre-order guide for parents

In order to pre-order your child's school lunch online, you will first need to set up a parent account in the Relish parent portal. If you have already done this, please proceed to the next page.

Setting up a Parent Account

1. Follow the link: https://relishschoolfood.co.uk/parents
   On the screen, click on the Register tab.



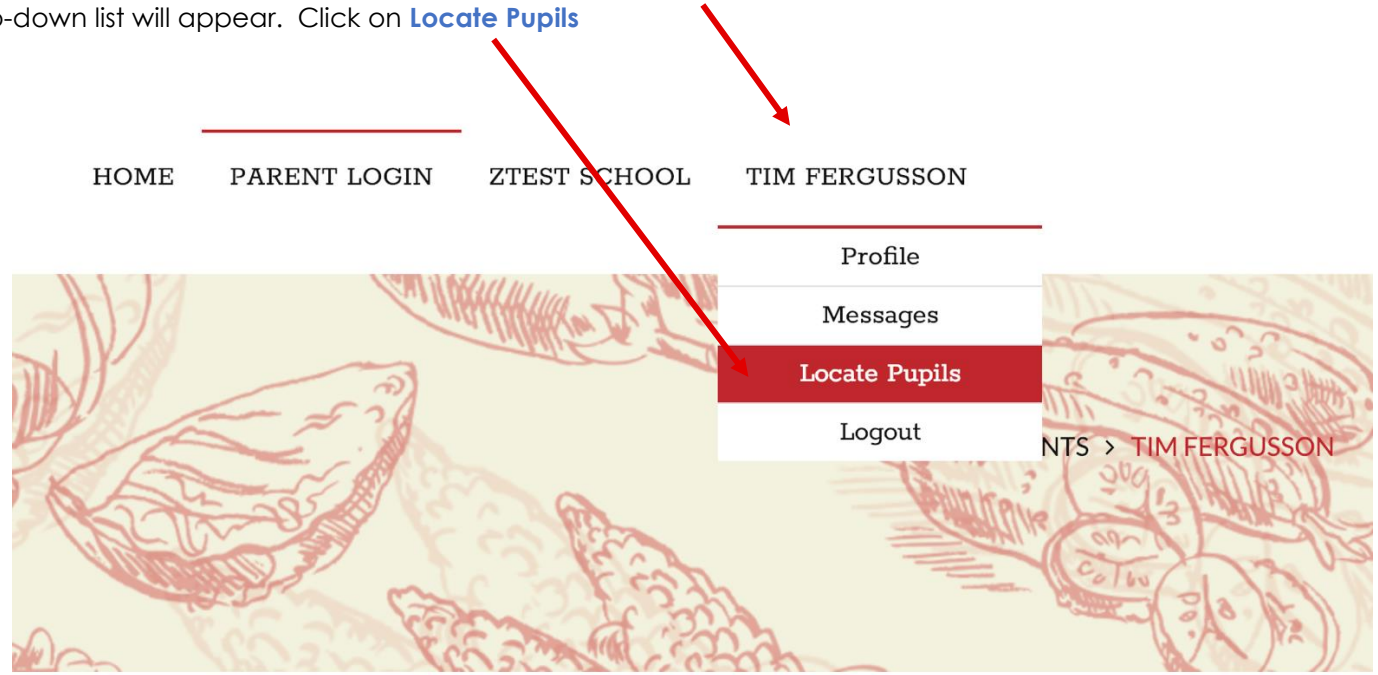
2. Complete all the required fields to register your account.
3. You will receive an email to activate your account – follow the instructions to complete the process.

Relish-till: Online meal pre-order guide for parents

Once your account is up and running, you will be able to order your child's meals from home or on the go, using any device, up to a term in advance. Menus are available to choose from once the last term has finished.

Online Meal Pre-ordering

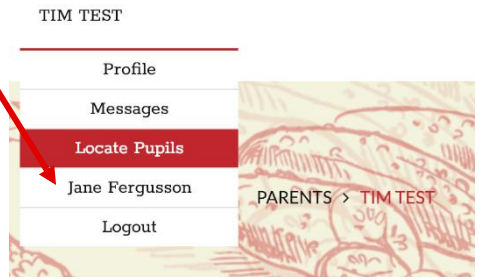
1. The first time you use the home ordering sections you will need to locate and allocate your child/children to your parent account. You will need to add each child individually using the form displayed on the 'Locate Pupils' page.
2. In the parent portal, click on your name in the headings across the top of the page.
3. A drop-down list will appear. Click on **Locate Pupils**

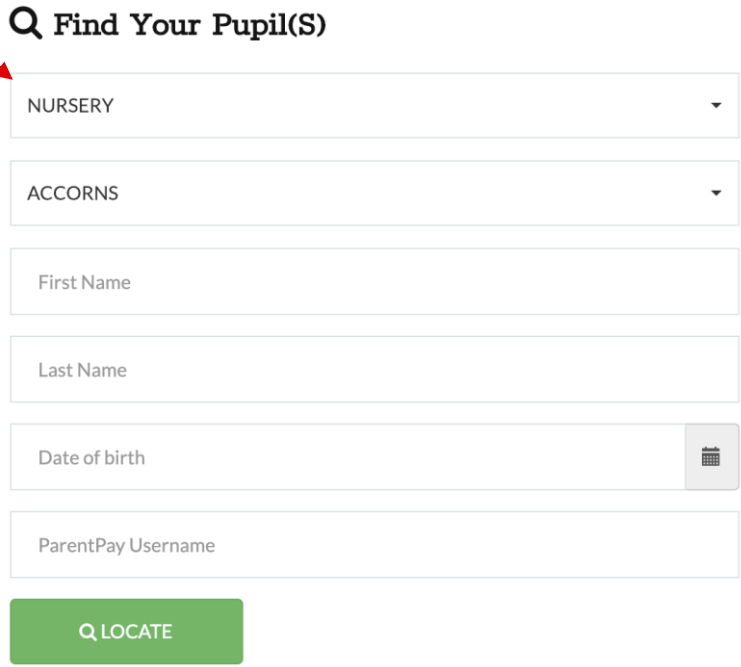


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Locate Pupils/Child List Page

1. Select your child's current year group and their current class
2. Enter your child's first and last name, as registered with the school and confirm their date of birth. The details entered will be verified with the school records to locate your child correctly
3. You will also need to provide your ParentPay.com username. If you have not yet activated a ParentPay account then please enter the 'Activation Code' that you were previously provided with. If you do not have this then please contact the school directly
4. If you have more than one child, repeat the process to locate each child, one at a time.
5. Once allocated your children will appear in the main menu under your name.
6. Your child's name will also appear on the 'Locate Pupils' page. The name will be in blue and is a direct link to the diary page.



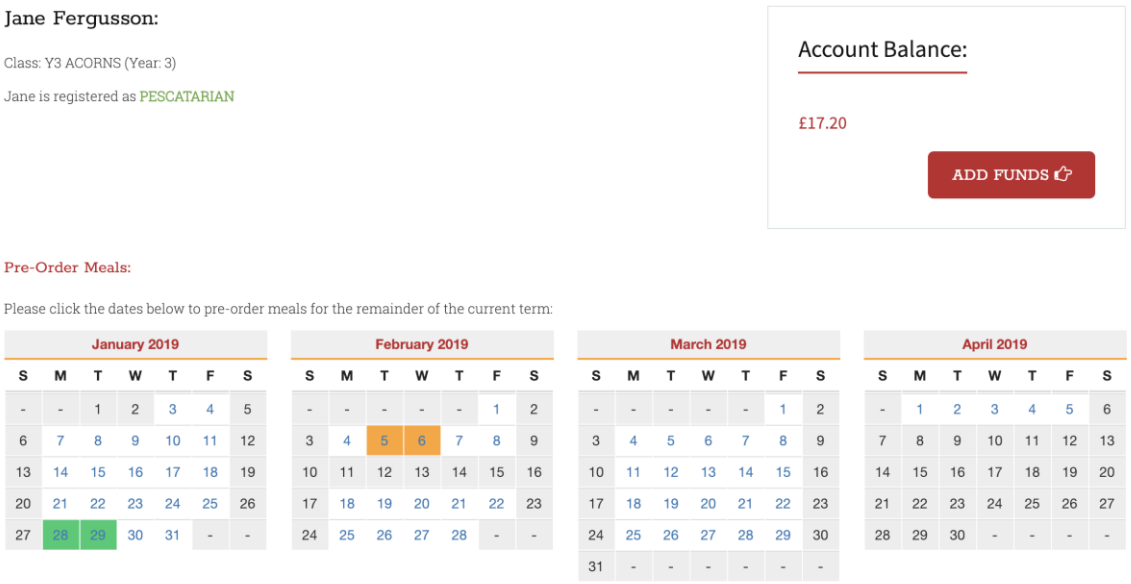


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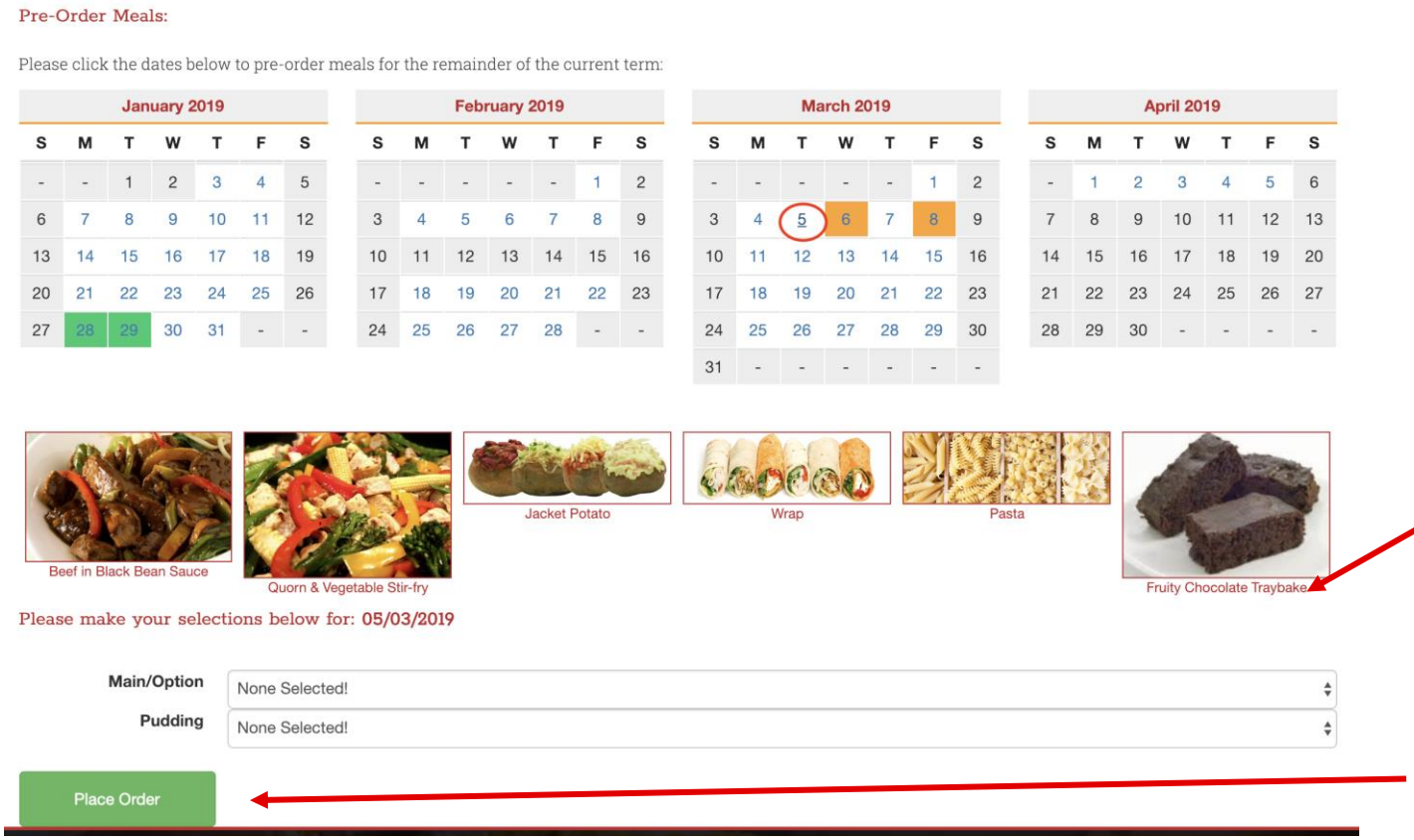
Child/Pupil Diary Page

A calendar for the months in the current term will appear. The screen will also show:

- your child's name and class
- any special dietary requirements, as logged on the school records
- your account balance - if you need to top-up your balance, click the red button to be directed to the ParentPay.com web site
- to order a meal, simply click on the date you require the meal
- dates shown in white boxes are actual school days



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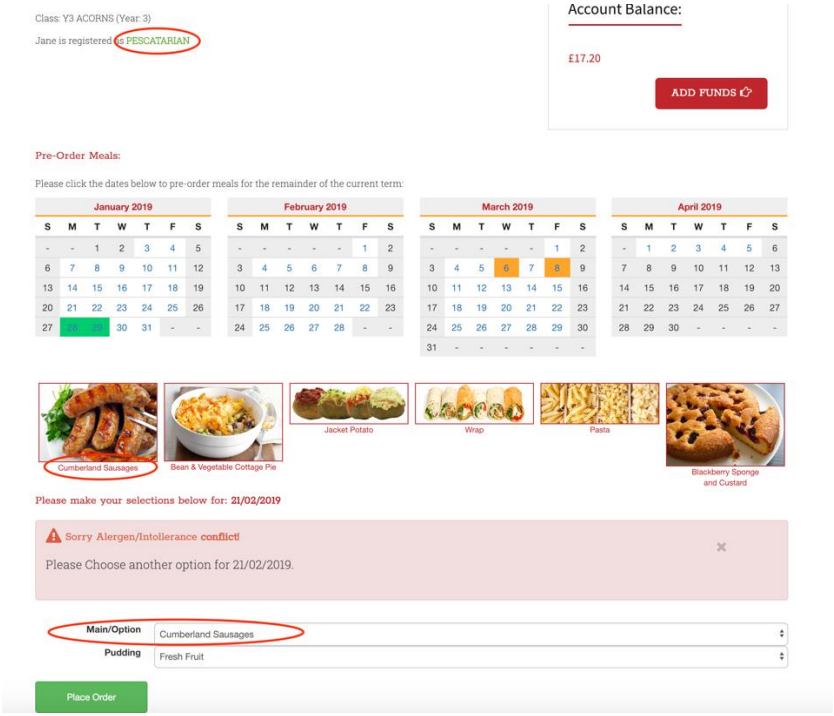


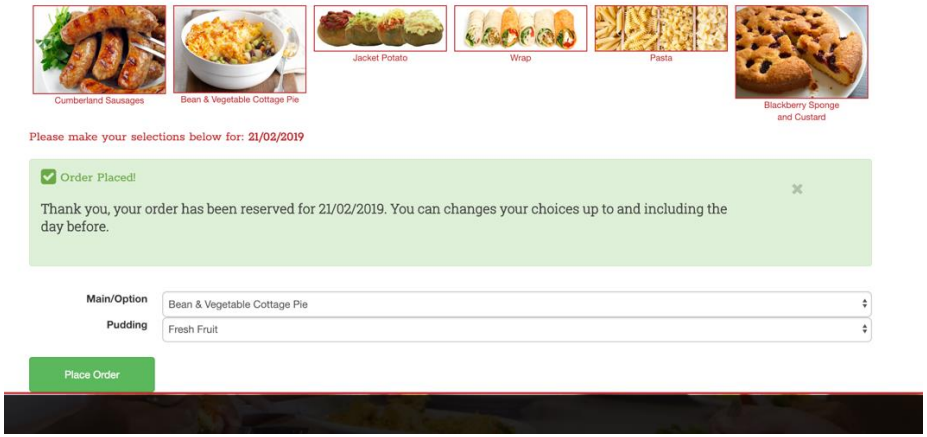
1. Once a future date is selected, the pictures and names of the dishes available that day will appear below the calendar. If you are accessing with your phone the calendar and photo display will be stacked.
2. Clicking a photo will scroll you further down to the meal selection dropdowns.
3. Clicking on the red dish names under the photos, will open a new browsing window and go direct to the dish recipe details where you can find all ingredient and allergen details.
4. Once you have decided upon the appropriate choice(s) via the dropdown selectors press the green 'Place Order' button.

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Meal Order Placement - Assurance for dealing with intolerances

If your child has any allergies or lifestyle choices that are incompatible with the chosen dish a red alert will appear and you will be prompted to select another dish. In the example below (left) Jane Fergusson is registered with the school as a Vegetarian. Trying to order the sausage option will not proceed. The second option dish 'Bean & Veg pie' in the example below (right) is suitable for vegetarians and is accepted and the order is placed and confirmed with the green confirmation box:





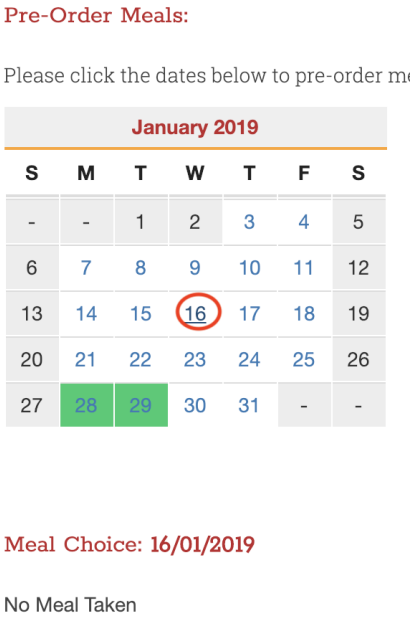
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The Term Diary Colour-Coding

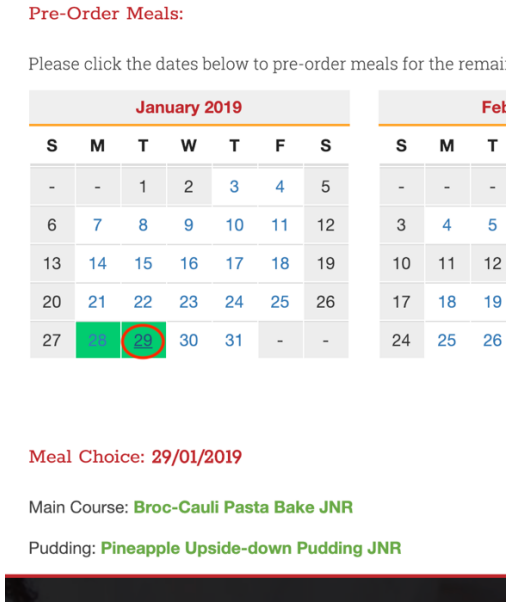
Dates already passed where 'No Meal was taken **(A)** appear simply on a white background.

Dates already passed where your child had a lunch that day appear with a green background **(B)**. Clicking the date will display meal details your child had on that day. This history will remain available for viewing until the end of the current term.

A:



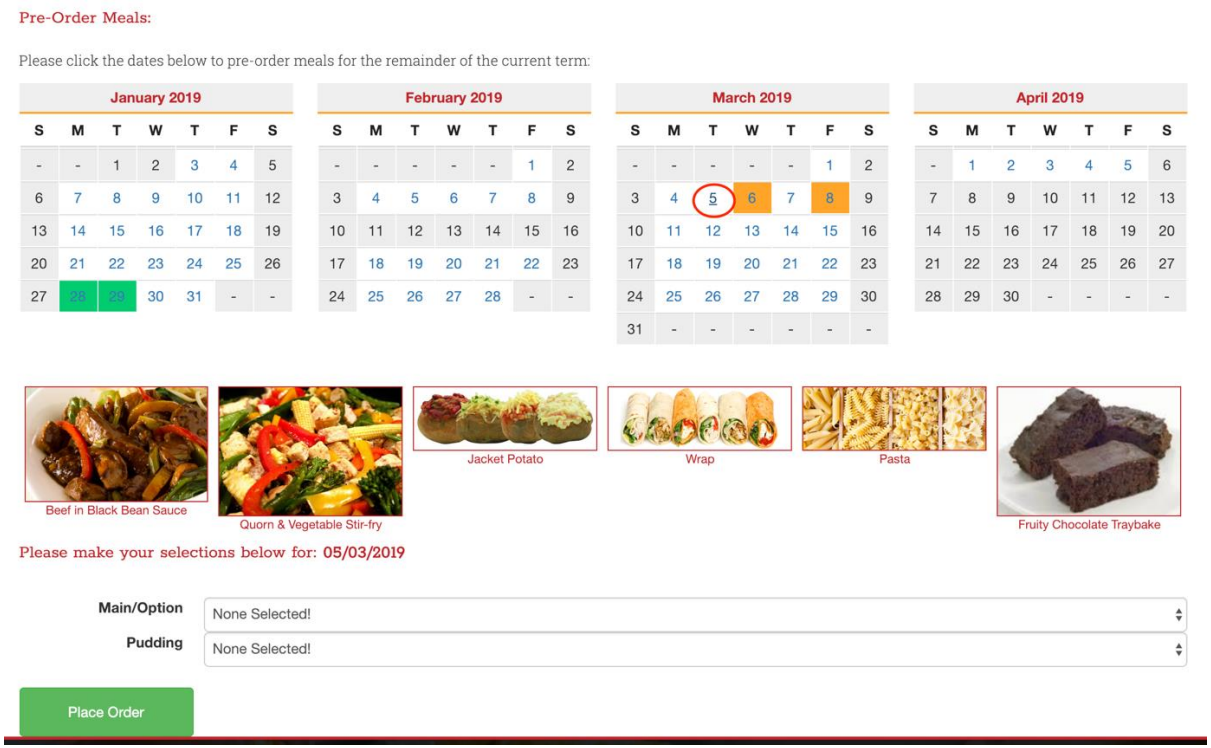
B:



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Clicking on future dates where 'No Meal has been selected' **(C)** daily choices, photos and option selectors will appear below the calendar. On days where additional 'combo' options are offered (Jacket Potatoes / Hot Wraps / Hot Pasta Pots) an additional dropdown menu will appear for you to choose a filling if one of the combo choices is selected.

C:



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Future dates where a meal has ‘Already been selected’ **(D),** the date will have an orange background and will appear with the your daily listed. You can change your choices of future dates up to 12pm the night before service.

D:

