### How To Create Your Pantry Account

Step I.
Go to The Pantry's
home page
www.thepantrycatering
.co.uk





The Pantry Catering

The journey started by taking on a small sandwich shop on a busy high street which had been established since 1981. With big caons for the business we started to change things straight away and within the first 6 months we were catering for companies of development we never thought we could attract in such a short space of time.

Over a decade later and we've continued to broaden the business and now supply some of the country's most recognisable companies with various such as corporate buffets, staff lunches and even cater for their major event days where we have fed up to 20,000 people!

We have also expanded into schools where we provide daily meals for a number of schools across the borough









002345

Step 2. Click into "School Meals, Trips & Clubs"



Login

Pupil D

10001

Password

Forgot Password

✓ Sign-up today for free

✓ Simple registration
✓ Fast, simple ordering

Fresh, Healthy Food for Growing Minds

Just like you, we're parents, and there's nothing more important to us than seeing the children we feed get served the nutritious food they deserve.

### \* Simple

All of the meals we serve your children have been kept as simple as possible, using the same ingredients you'd find at home.

### \* Fresh

We hand make all of our lunches that marning

### \* Nutritious

Every one of our recipes has been carefully selected to provide your child with the nutrition their growing bodies need.

### \* Quality

We insist on the highest quality ingredients, from fresh fruit and veg to red tractor approved, grade A meat.



# Logout Not Logged In

Step 3 will take you to the our registration form



Step 3.
On the loaded web page click register to create your Pantry account



School Meals Create New Account

	Registe

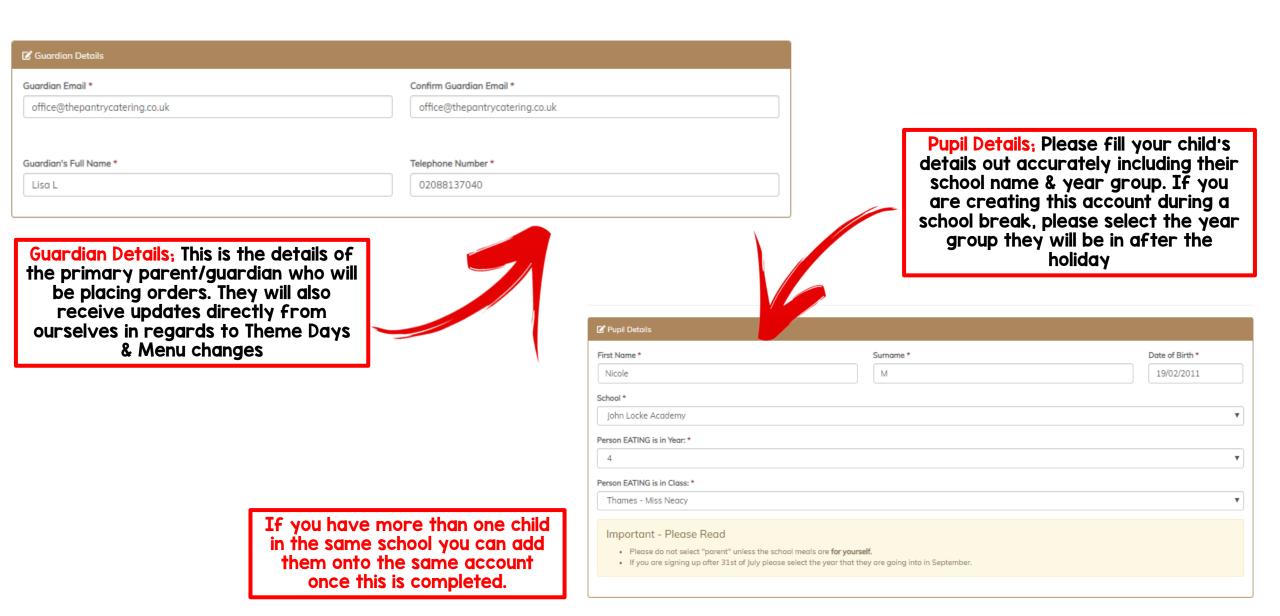
Please complete the below form for each child you would like to register for school meals.

🕏 Guardian Details		
suardian Email *	Confirm Guardian Email *	
Guardian's Full Name *	Telephone Number *	

First Name *	Surname *	Date of Birth *
ichool *		
Select School		
Person EATING is in Year: *		
Starting Reception in September		
Important - Please Read		
Please do not select "parent" unless the school mea	Is are <b>for yourself.</b> the year that they are going into in September.	

### Step 4.

Fill out the registration form accordingly Anything marked with a \* is a mandatory field



### Step 5 Payment;

### Key Stage I Pupils

If your child is in KSI the payment section will appear like the image on the right.

All KSI pupils qualify for Universal Free School Meals, please select the option that applies to you.



### Payment

I confirm this (KS1) Infant child qualifies for Universal Infant Free School Meals

This includes any child in reception, year 1 and year 2. This option is not for private/preparatory school pupils.

I confirm this (KS1) Infant child qualifies for Free School Meals due to financial eligibility

Your child might be able to get free school meals if you get any of the following:

- Pupil in Year Reception, Year 1, Year 2 (Age 4 7)
- Income Support
- · income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- · support under Part VI of the Immigration and Asylum Act 1999
- · the guaranteed element of Pension Credit
- . Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- . Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

This option is not for private/preparatory school pupils

### Key Stage 2 Pupils

If your child is in KS2 the payment section will appear like the image on the right.

Please select the correct option that applies to you.



### ☑ Payment

I confirm this (KS2) Junior child qualifies for Free School Meals due to financial eligibility

Your child might be able to get free school meals if you get any of the following:

- Pupil in Year 3, Year 4, Year 5, Year 6 (Age 7 11)
- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- · support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- . Working Tax Credit run-on paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

This option is not for private/preparatory school pupils

My Child Does Not Qualify for Free School Meals

Step 6. Choose a secure password that you will remember.



Step 7.

Type the verification code as seen in the text box



This box marked in Red will indicate how strong your password is.

We recommend creating a password with both a mixture of letters and numbers.

Password:

Password Strength:

Medium

Passwords Match: 
Passwords Match:

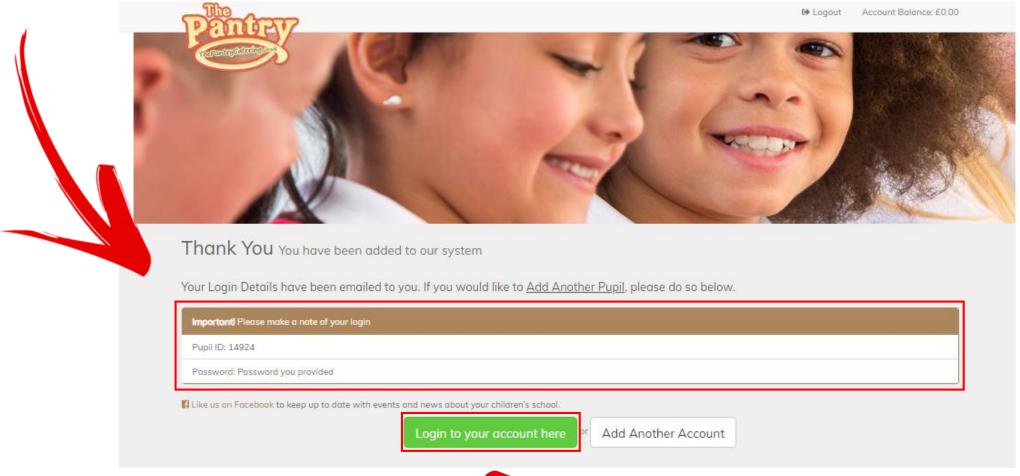
Step 8.
Accept terms & conditions by clicking the check box & follow by clicking add pupil





### Step 9. You will then be directed to the below page.

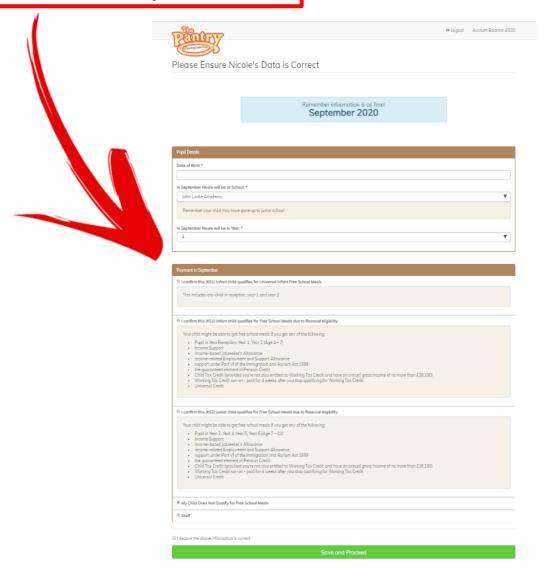
Please store your personal Pupil ID Number somewhere safe - you will need this to log into your account in the future.



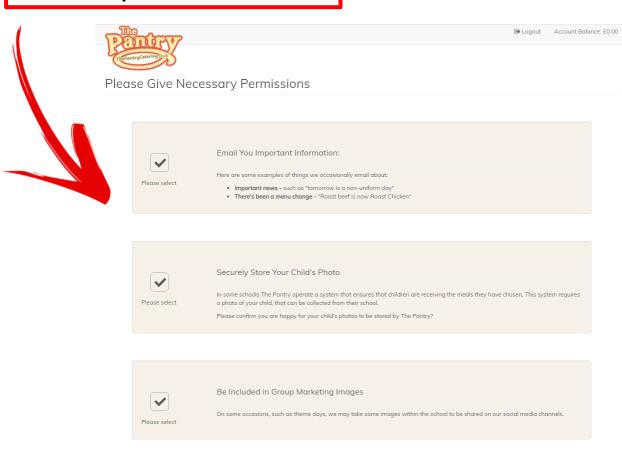


Step IO.
Your account will then be complete and you will be able to log in

### Step II. You will be directed to a verification page - please check through and ensure all details you have entered are correct. You can then save & proceed



## Step I2. The following page will ask for permission to be granted for marketing purposes. Please select the check box based on personal preference



### Step 13.

Dietary requirements are very important. If your child suffers from an allergy please select the required boxes. This will mean that in the ordering process you will not be able to order anything that contains this ingredient.

Please complete before proceeding

Worcestershire sauce

Nicole Cannot Eat <u>Lupin</u>

Nicole Cannot Eat Molluscs

□ Nicole Cannot Eat Mustard

□ Nicole Cannot Eat Nuts

□ Nicole Cannot Eat Peanuts

Nicole Cannot Eat Sesame seeds

Nicole Cannot Eat Sulphur dioxide

Signed: List

meat products, sauces and vegetarian products

types of bread, pastries and even in pasta

ayster sauce or as an ingredient in fish stews

These include mussels, land snalls, squid and whelks, but can also be commonly found in

can also be found in breads, curries, marinades, meat products, salad dressings, sauces and

Ingredient refers to nuts which grow on trees, like cashew nuts, almonds and hazelnuts. You

Fearuts are actually a legume and grow underground, which is why it's sametimes called a

breadsticks, houmous, sesame oil and tahini. They are sometimes toasted and used in salads

tofu, saya is a staple ingredient in oriental food. It can also be found in desserts, ice cream,

This is an ingredient often used in dried fruit such as raisins, dried apricots and prunes. You

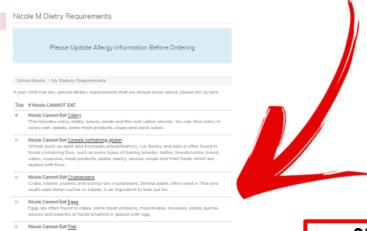
might also find it in meat products, soft drinks, vegetables as well as in wine and beer. If you

have authma, you have a higher risk of developing a reaction to sulphur dioxide

found in foods brushed or glazed with milk, and in powdered soups and sax

stir-fried dishes, ice cream, marzipan (almond paste), nut oils and sauces

squaes (such as satay squae), as well as in groundout oil and peanut flour



### Step 14. To confirm your selection you will need to agree to the terms & conditions & sign your name. If your child does suffer from an allergy please email our office team so we can proceed with this accordingly.

### Step 15. Confirm class name



### A Please Select Class Name

In order to best manage your child's meals, we need to categorise pupils by classes.

Please kindly select the class Nicole is in before proceeding.

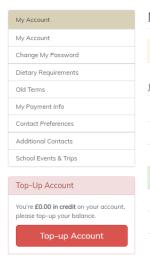
Nicole is in:

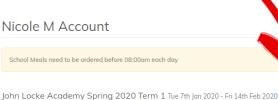
Kingfisher Class - Miss Godfrey

Save

Step 16.

Now your account is set up you will be taken to the ordering page & will need to top up your balance





 Week
 Order
 Ordered
 Start Date
 School Days

 02
 View Menu & Order
 ®
 Tue 7th Jan 2020
 4

 03
 View Menu & Order
 ®
 Mon 13th Jan 2020
 5

 04
 View Menu & Order
 ®
 Mon 20th Jan 2020
 5

 05
 View Menu & Order
 ®
 Mon 27th Jan 2020
 5

 06
 View Menu & Order
 ®
 Mon 3rd Feb 2020
 5

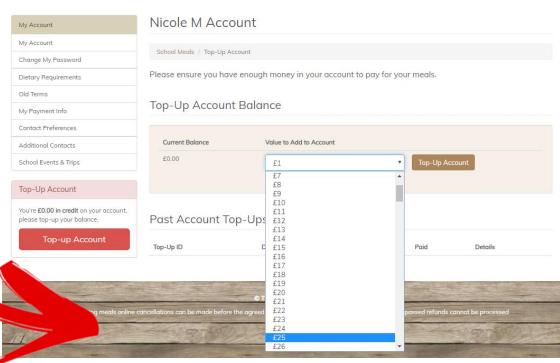
 07
 Missu Menu & Order
 ®
 Mon 10th Feb 2020
 5

### Step 17. Now your account is set up you will be taken to the ordering page & will need to top up your balance



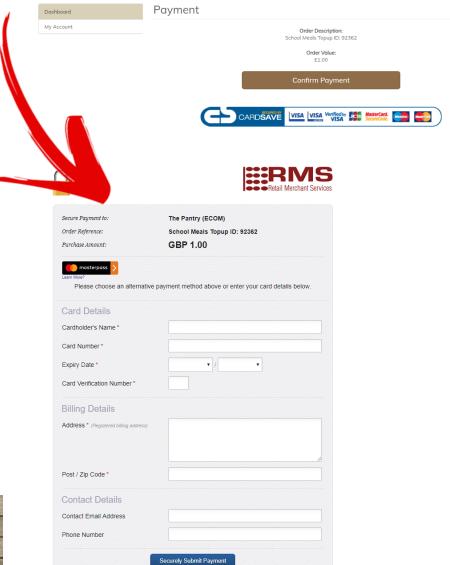
You will be taken to this page. You can choose how much you wish to top your account up from the drop down menu

Select the amount & click top up account



Once you confirm your payment you will be taken to secure payment page - please enter the required fields to top up your account.

Do not refresh your browser as this could lead to duplicate payments



### Step 18.

Now your account is topped up you can place orders on your account. Please take note of your school's order cut off displayed at the top of the page

### Nicole M Account

School Meals need to be ordered before 08:00am each day

You will not be able to place orders after the cut off time.

Step 19.

Select the Menu & Order button pending the week you wish to order from - the date indicates the starting date of that week.

You can order weekly, daily or termly.

Week	Order	Or ed	Start Date	School Days
02	View Menu & Order		Tue 7th Jan 2020	4
03	View Menu & Order	8	Mon 13th Jan 2020	5
04	View Menu & Order	⊗	Mon 20th Jan 2020	5
05	View Menu & Order	8	Mon 27th Jan 2020	5
06	View Menu & Order	8	Mon 3rd Feb 2020	5
07	View Menu & Order	⊗	Mon 10th Feb 2020	5

### Step 20. Step I9 will direct you to the menu for the week selected.

Menu for Spring 2020 Term 1

School Meals / Menu for Spring 2020 Term 1

Week Commencing 20th Jan 2020 Week #04 of 2020



# Select Meal for Tuesday

# Select Meal for Wednesday Eggs, Milk

# Select Meal for Thursday ▲ Celery, Cereals containing

_	Select Meal for Friday
	MSC
ce	Salmon or White Fish
(0)	Fingers With Chips
	Cereals containing gluten, Fish
	Quom Dippers
	With Chips
5,	Cereals containing gluten, Eggs,
	Milk
	Jacket Potato
	Ham Sandwich
k	Cereals containing gluten, Milk
	Cheese Sandwich
k	Cereals containing gluten, Milk
	Tuna Mayonnaise
IS,	Sandwich
	Cereals containing gluten, Eggs,
	Fish
is	Allergen Agreed Meal * Only
	select this option if you have
У	had an agreed menu put in
t	place by our office. If a menu
er	has not been agreed we can
	only offer a plain jacket potato
	Baked Beans & Peas
	Suncu Deuris & 1 Cd3
	Daniel Daniel Com
	Eves Pudding
	Cereals containing gluten, Eggs,
	Soya, Milk

No Order Placed Yet for Week Total Due: £0.00

### Select the tick box on the days you wish to order on to load the menu

### Menu for Spring 2020 Term 1

School Meals / Menu for Spring 2020 Term 1

Week Commencing 20th Jan 2020 Week #04 of 2020

### ✗ No Meal Ordered for Monday Cereals containing gluten, Eggs, Sesame seeds Cereals containing gluten, Eggs, Sesame seeds Milk Cereals containing gluten, Milk Cereals containing gluten, Milk Cereals containing gluten, Eggs,

Tue 21st Jan		
✓ Select Meal for Tuesday		
British Red Tractor     Beef Cottage Pie     Cereals containing gluten, Milk		
Two Cheese Pizza With Wedges Cereals containing gluten, Milk		
Jacket Potato With Tuna Mayonnaise Eggs, Fish		
Ham Sandwich Cereals containing gluten, Milk		
Cheese Sandwich Cereals containing gluten, Milk		
Tuna Mayonnaise Sandwich Cereals containing gluten, Eggs, Fish		
Allergen Agreed Meal * Only select this option if you have had an agreed menu put in place by our office. If a menu has not been agreed we can only offer a plain jacket potato		
Broccoli & Sweetcom		

e 21st jan	Wed 22nd Jar
Gelect Meal for Tuesday	Select Meal
British Red Tractor Beef Cottage Pie Gereals containing gluten, Milk	British F Roast E Roast
Two Cheese Pizza With Wedges Cereals containing gluten, Milk	Linda N Sausa Roast Cereals contair Sulphu
Jacket Potato With Tuna Mayonnaise Eggs, Fish	Jacket Potat S Egg
Ham Sandwich Gereals containing gluten, Milk	Ham S Cereals contai
Cheese Sandwich Cereals containing gluten, Milk	Cheese Cereals contai
Tuna Mayonnaise Sandwich ereals containing gluten, Eggs, Fish	Tuna M San Cereals contair F
Allergen Agreed Meal * Only select this option if you have had an agreed menu put in slace by our office. If a menu has not been agreed we can ally offer a plain jacket potato	Allergen Agr select this op had an agre place by our has not been only offer a pl
Broccoli & Sweetcorn	Seasonal Mix
Fresh Fruit	Fres

	Wed 22nd Jan	Thu 23rd Jan
or Tuesday	✓ Select Meal for Wednesday	✓ Select Meal for Thursday
		Theme Day!
) d Tractor tage Pie ing gluten, Milk	British Red Tractor Roast Beef With Roast Potatoes	Lemon Chicken & Special R Cereals containing gluten, So
) ese Pizza /edges ing gluten, Milk	Linda McCartney Sausages With Roast Potatoes Cereals containing gluten, Soya, Sulphur dioxide	Vegetarian Spring Roll & Special Rice
) Potato Mayonnaise Fish	Jacket Potato With Pantry Slaw Eggs, Milk	Jacket Potato with Baked Beans
) ndwich	O Ham Sandwich	Ham Roll Cereals containing gluten, Mi
ing gluten, Milk	Cereals containing gluten, Milk	
) andwich	Cheese Sandwich	Cheese Roll Cereals containing gluten, Mi
ing gluten, Milk	Cereals containing gluten, Milk	
) yonnaise wich	Tuna Mayonnaise Sandwich	Tuna Mayonnaise Roll Cereals containing gluten, Eg Fish
ng gluten, Eggs, sh	Cereals containing gluten, Eggs, Fish	Allergen Agreed Allergen
) ed Meal * Only on if you have d menu put in fice. If a menu greed we can n jacket potato	Allergen Agreed Meal * Only select this option if you have had an agreed menu put in place by our office. If a menu has not been agreed we can only offer a plain jacket potato	Agreed Meal * Only select t option if you have had ar agreed menu put in place I our office. If a menu has no been agreed we can only of a plain jacket potato
Sweetcom	Seasonal Mixed Vegetables	Carrots
Fruit	Fresh Fruit	Ice Cream & Fortune Cook Cereals containing gluten, Mi

Select Meal for Friday MSC Salmon or White Fish Fingers With Chips Cereals containing gluten, Fish Quom Dippers With Chips Cereals containing gluten, Eggs, Jacket Potato With Baked Beans Ham Sandwich Cereals containing gluten, Milk Cheese Sandwich Cereals containing gluten, Milk Tuna Mayonnaise Sandwich Cereals containing gluten, Eggs, Allergen Agreed Meal \* Only select this option if you have had an agreed menu put in place by our office. If a menu has not been agreed we can only offer a plain jacket potato Baked Beans & Peas

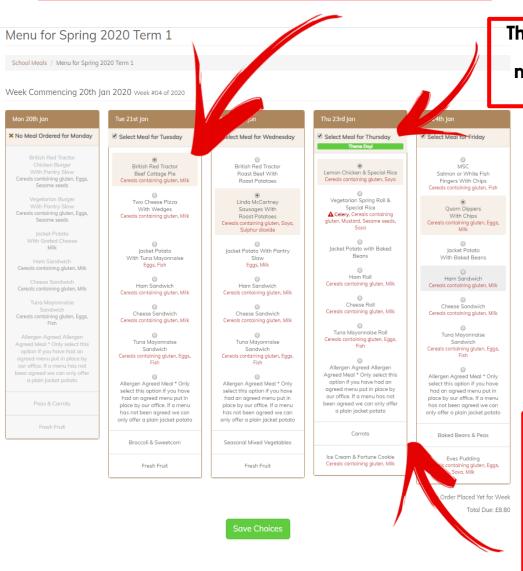
No Order Placed Yet for Week

Eves Pudding Cereals containing gluten, Eggs, Soya, Milk

Total Due: £8.80

### Choose the food you would like to order for your child throughout the week & save your choices

Your child will also have access to the Salad Bar & Homemade Fresh Bread



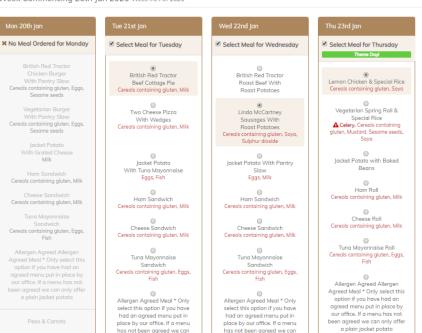
Theme days will be marked in green

> Please do not order an Allergen Agreed Meal unless you have discussed & received a plan from our nutrition team

### Menu for Spring 2020 Term 1

School Meals / Menu for Spring 2020 Term 1

Week Commencing 20th Jan 2020 Week #04 of 2020



only offer a plain jacket potato

Seasonal Mixed Vegetables

Fresh Fruit

Eves Pudding Cereals containing gluten, Eggs, Soya, Milk

Select Meal for Friday

MSC

Salmon or White Fish

Fingers With Chips

Cereals containing gluten, Fish

Quorn Dippers

With Chips

Cereals containing gluten, Eggs,

Jacket Potato

With Baked Beans

Ham Sandwich

Cereals containing gluten, Milk

Cheese Sandwich

Cereals containing gluten, Milk

Tuna Mayonnaise

Sandwich

Cereals containing gluten, Eggs,

Allergen Agreed Meal \* Only

select this option if you have

had an agreed menu put in

place by our office. If a menu

has not been gareed we can

only offer a plain jacket potato

Baked Beans & Peas

No Order Placed Yet for Week Total Due: £8.80



only offer a plain jacket potato

Broccoli & Sweetcom

Fresh Fruit

Step 2l.

Save your choices and allow the browser to load. Please ensure you do not click the back button on the browser as this could revert your order to a no order.

Ice Cream & Fortune Cookie

Cereals containing gluten, Milk