

HOW TO ORDER SCHOOL MEALS ON ARBOR

To order school meals on Arbor:

- Click on **Quick Actions**
- Click on **Meals**
- Click on required **Meal Menu**
- Click on **Day/Date** required
- Select the **Meals Choices** required for Day/Date
- Click on **Process** – items will be added to your Basket (items are NOT YET ORDERED) ... the following two steps must be completed:
 - **Go to your Basket**
 - **Click on Checkout** - If the Meals account needs topping up, it will then take you to a screen to enter your payment details to complete checkout.

If you see the following in Meals:

Friday No choice selected ▶

No meal choice has been selected/ordered

Friday Jacket Potato with Various Filings - Dessert Fruit and Yoghurt *In basket* ▶

A meal has been selected but not ordered - checkout has not been completed

Friday Jacket Potato with Various Filings - Dessert Fruit and Yoghurt ▶

A meal has been ordered successfully

Friday No choice selected *Deadline passed*

No meal has been ordered and the deadline has passed

HOW TO BOOK CLUBS ON ARBOR

Use these instructions to book – Breakfast Club, Stay and Play Club, and After School Clubs.

To book clubs on Arbor:

- Click on **Quick Actions**
- Click on **Clubs**
- Click on required **Club**
- Click on **Register (your child's name will be displayed) for this Club**
- Chose **Membership Option**
- Click on **Next**
- Select **Membership Periods – Day/Date**
- Click on **Next**
- Select **Session Interval – Time required**
- Click on **Next**
- **Review Sign Up details** will show – **Click on Register (your child's name will be displayed) for Club**

The dates booked for the club will then show in Clubs:

Stay and Play Club (2026/2027)	Club description: Stay and Play Club
	Club membership dates: 04 Sep 2026.07 Sep 2026.08 Sep 2026.

If you see:

No memberships

This means that no bookings have been made for the selected club