# A guide to booking Lunches on School Spider

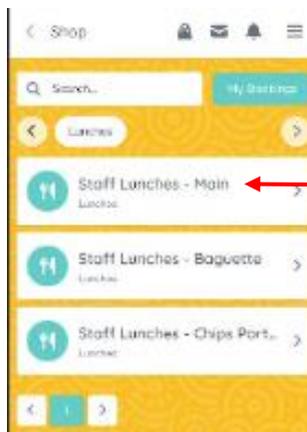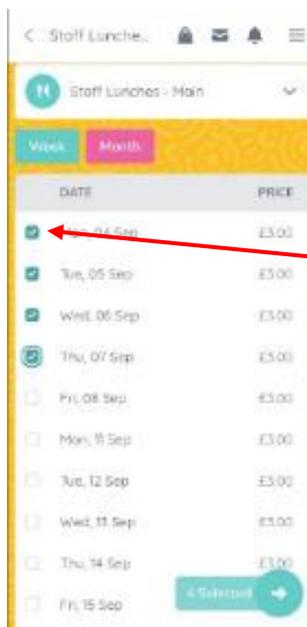In the School Spider App (on log into your account on a web browser)….

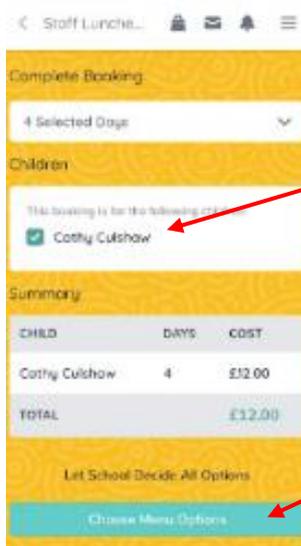Go to the **Bookings and Payments** tab.

You will see a product item called **Lunches** (for pupils there is only one option)

Click on the lunch option.

You will be able to see all the days that lunches can be booked. This will generally be the whole half term.

Tick the box for each date that you want to book a lunch. You can book just one day or the whole half-term

You can then select which child you are choosing menu options/bookings for

In order to select which food choice your child wishes you MUST click on the **Choose Menu Options**.

Select each date using these arrows

Chose the menu item here (if you leave it on 'let the school decide' your child will receive a Main.

You can now see the total cost for the lunches you have ordered. If you receive free school meals the total will be £0. You can go back and add other items to your basket too, such as trip payments.

When you are ready, checkout and pay for your meals. YOU MUST DO THIS EVEN IF THE TOTAL IS £0. If you don't checkout the meals will not be booked.

Bookings can be made and amended up to 8.30am on the day. You CANNOT book a lunch after 8.30am and will need to provide your child with a packed lunch.

If your child is off sick, please log onto your account to cancel the meal or contact the school office.