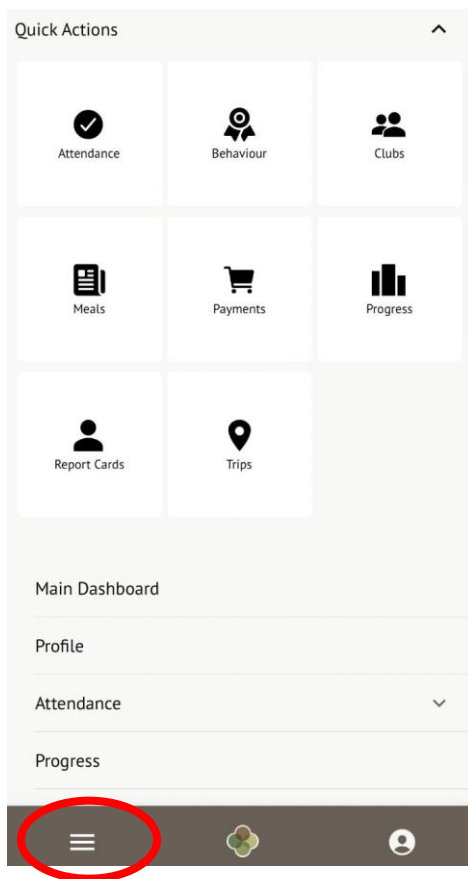# Making Meal Choices for your Child

The following guidance will explain how to make meal choices in advance by either the Parent Portal (website version) or Arbor App.

You have up **until 8am each day** to select or amend your choice.

Via the Arbor App

Click the three lines to access your main menu, then click on **Meals**.

You'll be taken to the *Meal Choices* page, where you will be presented with a list of Meals that have available menus to choose from. You can see past meals by using the Academic Year drop-down menu.

Click on a meal.

Meal Choices

Academic Year

2022/2023 ⌄

Meals available to Ella Young

Autumn Term Lunch
Meal choices available >

You can then see the *Meal Choices* page:

- You can see your child's meal account balance at the top - if this balance is negative it will be highlighted in red.
- You can top up the balance via card payment using the **Top up account** button. You can see more about topping up here: Topping up the meal account on the Parent Portal or Arbor App

On the page you can see all future dates you can select a meal for:

- **Deadline passed** - the deadline your school has set to make a meal choice has passed and cannot be edited by you. Your child's teacher can amend their choice while taking the register, or you can contact your school if you'd like to change what meal your child is going to have.
- **School holiday - no choices available**. Your school has set this day as a non-school day. Please contact your school (please do not contact Arbor) if this is incorrect.
- **No choices made** - click to select the meal your child will have.
- **Meal Choice** - you've set a meal choice already, but you can click it to change your choice.

When choosing a meal, click on the day. In the slide over, you'll see when the deadline for making your choice is.

You can also select your Meal Choice, and whether to apply this to all future dates. For example if you select Pizza and your school has Pizza as an option every Wednesday

and Friday, their choice for every upcoming Wednesday and Friday will be automatically set to be Pizza.

To edit or remove a meal choice that has already made, click on the day to open the edit slide over. Update the meal choice, or click **Remove choice** to delete the choice and revert it to **No choices made**.

Via the Parent Portal (website version)

From the main Parent Portal page, click **Quick Actions** and select **Meals**.
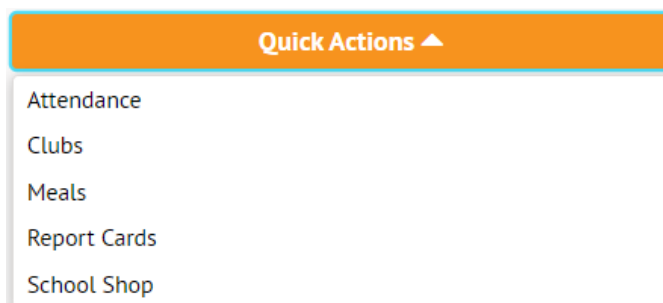
You'll be taken to the *Meal Choices* page, where you will be presented with a list of Meals that have available menus to choose from. You can see past meals by using the Academic Year drop-down menu.

Click on a meal.

You can then see the *Meal Choices* page:

- You can see your child's meal account balance at the top - if this balance is negative it will be highlighted in red.
- You can top up the balance via card payment using the **Top up account** button. You can see more about topping up here: [Topping up the meal account on the Parent Portal or Arbor App](#)

On the page you can see all future dates you can select a meal for:

- **Deadline passed** - the deadline your school has set to make a meal choice has passed and cannot be edited by you. Your child's teacher can amend their choice while taking the register, or you can contact your school if you'd like to change what meal your child is going to have.
- **School holiday - no choices available**. Your school has set this day as a non-school day. Please contact your school (please do not contact Arbor) if this is incorrect.
- **No choices made** - click to select the meal your child will have.
- **Meal Choice** - you've set a meal choice already, but you can click it to change your choice.

When choosing a meal, click on the day. In the slide over, you'll see when the deadline for making your choice is.

You can also select your Meal Choice, and whether to apply this to all future dates. For example if you select Pizza and your school has Pizza as an option every Wednesday and Friday, their choice for every upcoming Wednesday and Friday will be automatically set to be Pizza.

22 Sep 2022

« Back

Deadline date

The deadline for making choices for this meal is 21 Sep 2022, 23:40

Add Meal Choice

Meal choice*	Pizza
Pick for all future available dates*	✓

Cancel   **Confirm choice**

To edit or remove a meal choice that has already made, click on the day to open the edit slide over. Update the meal choice, or click **Remove choice** to delete the choice and revert it to **No choices made**.

Week beginning 26 Sep 2022

Monday	No choices made
Tuesday	No choices made
Wednesday	No choices made
Thursday	Pizza
Friday	Fish & Chips

Week beginning 03 Oct 2022

Monday	No choices made
Tuesday	No choices made
Wednesday	No choices made
Thursday	Pizza

« Back   **29 Sep 2022**

Deadline date

The deadline for making choices for this meal is 28 Sep 2022

Edit Meal Choice

Meal choice*	Pizza
Pick for all future available dates*	☐

Remove choice   Cancel   **Confirm choice**