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Step 1

🔲 Go to The Pantry's home page - www.thepantrycatering.co.uk

Step 2

Glick into "School Meals Trips & Clubs"



#### The Pantry Catering

The journey started by taking on a small sandwich shop on a busy high street which had been established since 1987. With big ambitions for the business we started to change things straight away and within the first 6 months we were catering for companies and events that we never thought we could attract in such a short space of time.

FOOD HYGIENE RATING

0 1 2 3 4 5

Party

Catering

Over a decade later and we've continued to broaden the business and now supply same of the country's most recognisable companies with various services 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.





### Step 3

Log into your Pantry account using your Pupil ID and password. If you have forgotten your password you can click the "Forgot Password" link, this will send you an automatic email to create a new password. If you have forgotten your Pupil ID you can password ink, this will send you an automatic email to create a new password. If you have forgotten your Pupil ID you can contact our office on 020 8813 7040



### Step 4

- Once you have logged into your Pantry account, you will be taken to an ordering dashboard, you will be required to top up your balance unless you qualify for FSM. If topping up your account does not apply to you please skip to step 3.
- Select "Top Up Account", this will bring you a drop down menu to select the amount you wish to upload onto your account

| My Account   | Nicole M Account   |
|--|--|
| My Account   | School Merils / Ton-Lin Account  |
| Change My Password   | denos mais / rop op necount  |
| Dietary Requirements   | Please ensure you have enough money in your account to pay for your meals. |
| Old Terms  |  |
| My Payment Info  | Top-Up Account Balance   |
| Contact Preferences  |  |
| Additional Contacts  | Current Balance Value to Add to Account                                    |
| School Events & Trips  | £0.00 E1 Top-Up Account  |
| Top-Up Account   | £7 £8<br>£8<br>£9  |
| You're <b>£0.00 in credit</b> on your account, please top-up your balance. | Past Account Top-Ups   |
| Top-up Account   | Top-Up ID C £15 Poid Details £16 £16 £17                                   |

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

| Secure Payment to:               | The Pantry (ECOM)                                    |
|----------------------------------|--|
| Order Reference:                 | School Meals Topup ID: 92362                         |
| Purchase Amount:                 | GBP 1.00   |
| 🦚 maatarpaaa 🔰                   |  |
| Please choose an alternative     | e payment method above or enter your card details be |
| Card Details                     |  |
| Cardholder's Name *              |  |
| Card Number*                     |  |
| Francis Date 1                   |  |
| ExterA case .                    |  |
| Card Verification Number*        |  |
| Billing Details                  |  |
| Address * physics of him address |  |
|                                  |  |
|                                  |  |
| Post / Zip Code *                |  |
| Contact Details                  |  |
| Contact Email Address            |  |
|                                  |  |



### Step 5

- Now your account is topped up you can place your orders. Please take note of your schools order cut off displayed at the top of the page
- 900 Will not be able to place orders, amend orders or cancel orders after the order cut off time

Nicole M Account

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

### Step 6

- Con your order dashboard you will see a breakdown of weekly menu's you can order daily, weekly, monthly or termly, whichever option works best for you
- Select the "View Menu & Order" button pending the week you wish to order from the date indicates the starting date of that week. You will not be able to view weeks that have passed already.

| Week | Order             | Ordered | Start Date        | School Days |
|------|-------------------|---------|-------------------|-------------|
| 02   | View Menu & Order | ۲       | Tue 7th Jan 2020  | 4           |
| 03   | View Menu & Order | ۲       | Mon 13th Jan 2020 | 5           |
| 04   | View Menu & Order | ⊗       | Mon 20th Jan 2020 | 5           |

#### Clicking this button will forward you to the below page for the week selected

Menu for Spring 2020 Term 1

School Medis / Menu for Spring 2020 Term

Week Commencing 20th Jan 2020 Week #04 of 2020

| Mon 20th jan  | Tue 21st jan  | Wed 22nd Jan  | Thu 23rd jon  | Fri 24th jun   |
|---|---|---|---|--|
| X No Meal Ordered for Monday  | Select Meal for Tuesday   | Select Meal for Wednesday   | Select Medi for Thursday  | Select Meal for Friday   |
| Botton Had Structur<br>Chicken Durger<br>Wills Paratry Slaw<br>Cenells centrining gladers, Fags.<br>Sesame seids                                | 0<br>British Real Tractor<br>Beel Orthoge Par<br>Cessels containing globs, Mite |   |   |  |
| Vegetantian Bangar<br>With Paintry Stave<br>Gewah northining gluten, Eggs.<br>Secone seeks  | 0<br>Trans Oferense Plans<br>With Ministers<br>Consult Contenting Scher, Mile   |   | D<br>Vegetation Spring Fail &<br>Special Plan<br>A Calley, Create containing<br>phane, Waters, Search contain,<br>San | D<br>Quarti Dippers<br>With Chips<br>Constitution of the State                 |
| jacout Printen<br>With Goster Chemin<br>Milk<br>Ham Santwich<br>Cenais webshorg guter, Milk   | 0<br>jocket Potens<br>VOID Tans. Mitgarradise<br>Eggs. Pan                      | O<br>packet Planta With Panty<br>Silow<br>Capt. Mile                              | D<br>Jacket Press, with Read<br>Bases   |  |
| Channe Scenthalph<br>Central controlling gluter, Milk   |   |   | Huan Paul<br>Carenda caritating globar, Mile  | Harr Sandwich<br>Carech contoring (Marc.10)                                    |
| Turst Mayerrettia<br>Sandulat<br>Gewis containing glutes, Eggs,<br>Fait   | U<br>Oneen Strukente<br>Gesch untering glater, MR                               | U<br>Drene Sentach<br>Drene containing glass, Mile                                | Oranan Parl<br>Carean control og galan, Mite  | Charges Sambolith<br>Caroliti containing plates, Milk                          |
| Altergen Agneed Altergen<br>Agneed Med.* Only select the<br>option 2 year have had an<br>option 2 year have had an<br>option 2 year have had an | ©<br>Turns Magarwana<br>Sandward<br>Cennik contributed<br>Fails<br>Fails        | 0<br>Turvis Magnerestina<br>Sandwich<br>Consilin containing globes, Egyp.<br>Eale | Turns Mayorennine Poll<br>Cressis contactory plates. Pops<br>Faith  | 0<br>Turni Mayneredias<br>Sandwigh<br>Correls containing glove, figgs,<br>Figh |
| taxes opened we can only offer<br>a path jacket points  |   | 0<br>Alterper Agreed Mark* Deep   |   |  |
| Paes & Carrota  |   |   | inue official. If its manual hors root<br>basis regressed was core only office<br>to pilotic justicet prototo.        |  |
| Finals Frank  | weig office of patient patients   | orly office of philos jock at potistic  |   | Interd Decree & Press  |
|   |   | Frait-Frait   |   | Even Publics<br>Canada cardinary globas, Eggs.                                 |



### Step 7

#### $\Box$ On the days you wish to order please select the tick box 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



□ It is very important to select this tick box as your order will not process correctly without this being done



### Step 8

Choose the food you would like to order for your child throughout the week by clicking the small round button above each meal choice and save your choices.

Menu for Spring 2020 Term 1

School Meals / Menu for Spring 2020 Term 1

#### Week Commencing 20th Jan 2020 Week #04 of 2020



No Order Placed Yet for Week Total Due: £8.80

#### Save Choic

9 Your child will also have access to home made fresh bread and the salad bar

Theme days will be marked in Green



#### Step 9

- Save your choices and allow the browser to load.
- Pleas ensure you do not click the back button as this could revert your order to a no order.
- It is very important to click the "Save Choices" button to send your order to the kitchen

Menu for Spring 2020 Term 1

School Meals / Menu for Spring 2020 Term 1

Week Commencing 20th Jan 2020 Week #04 of 2020

| Mon 20th Jan   | Tue 21st Jan  | Wed 22nd Jan  | Thu 23rd Jan   | Fri 24th Jan  |
|--|---|---|--|---|
| × No Meal Ordered for Monday   | Select Meal for Tuesday   | Select Meal for Wednesday   | Select Meal for Thursday   | Select Meal for Friday  |
| British Red Tractor<br>Chicken Burger<br>With Pantry Slaw<br>Cereals containing gluten, Eggs,<br>Sesame seeds          | British Red Tractor<br>Beef Cottage Pie<br>Cereals containing gluten, Milk  | British Red Tractor<br>Roast Beef With<br>Roast Potatoes  | Leman Chicken & Special Rice     Cereals containing gluten, Soya   | MSC<br>Salmon or White Fis<br>Fingers With Chips<br>Cereals containing aluten   |
| Vegetarian Burger<br>With Pantry Slaw<br>Cereals containing gluten, Eggs,<br>Sesame seeds                              | Two Cheese Pizza<br>With Wedges<br>Cereals containing gluten, Milk  | <ul> <li>Linda McCartney<br/>Sausages With<br/>Roast Potatoes<br/>Cereals containing gluten, Soya,<br/>Sulphur dioxide</li> </ul> | Vegetarian Spring Roll &<br>Special Rice<br>▲ Celery, Cereals containing<br>gluten, Mustard, Seame seeds,<br>Soya      | Quorn Dippers<br>With Chips<br>Cereals containing gluten,<br>Milk               |
| Jacket Potato<br>With Grated Cheese<br>Milk<br>Ham Sandwich  | Jacket Potato<br>With Tuna Mayonnaise<br>Enas Fish  | Jacket Potato With Pantry<br>Slaw   | Jacket Potato with Baked<br>Beans  | Jacket Potato<br>With Baked Beans   |
| Cereals containing gluten, Milk<br>Cheese Sandwich<br>Cereals containing gluten, Milk                                  | Ham Sandwich<br>Cereals containing aluten, Milk   | Ham Sandwich<br>Cereals containing aluten, Milk   | Ham Roll<br>Cereals containing gluten, Milk  | O<br>Ham Sandwich<br>Cereals containing gluter                                  |
| Tuna Mayonnaise<br>Sandwich<br>Cereals containing gluten, Eggs,<br>Fich  | Cheese Sandwich<br>Cereals containing gluten, Milk  | Cheese Sandwich<br>Cereals containing gluten, Milk  | Cheese Roll<br>Cereals containing gluten, Milk   | Cheese Sandwich<br>Cereals containing gluter                                    |
| Allergen Agreed Allergen<br>Agreed Meal * Only select this<br>option if you have had an<br>agreed menu put in place by | Tuna Mayonnaise<br>Sandwich<br>Cereals containing gluten, Eggs,<br>Fish   | Tuna Mayonnaise<br>Sandwich<br>Cereals containing gluten, Eggs,<br>Fish   | Tuna Mayonnaise Roll<br>Cereals containing gluten, Eggs,<br>Fish   | Tuna Mayonnaise<br>Sandwich<br>Cereals containing gluten<br>Fish                |
| our omce, it a menu nas not<br>been agreed we can only offer<br>a plain jacket potato                                  | Allergen Agreed Meal * Only select this option if you have  | Allergen Agreed Meal * Only<br>select this option if you have   | Allergen Agreed Allergen<br>Agreed Meal * Only select this<br>option if you have had an<br>agreed menu put in place by | Allergen Agreed Meal '<br>select this option if you<br>had an agreed menu p     |
| Peas & Carrots   | had an agreed menu put in<br>place by our office. If a menu<br>has not been agreed we can<br>only offer a plain jacket potato | had an agreed menu put in<br>place by our office. If a menu<br>has not been agreed we can<br>only offer a plain jacket potato     | our office. If a menu has not<br>been agreed we can only offer<br>a plain jacket potato                                | place by our office. If a<br>has not been agreed w<br>only offer a plain jacket |
| Fresh Fruit  | Broccoli & Sweetcom   | Seasonal Mixed Vegetables   | Carrots  | Baked Beans & Peo   |
|  | Fresh Fruit   | Fresh Fruit   | Ice Cream & Fortune Cookie<br>Cereals containing gluten, Milk  | Eves Pudding<br>Cereals containing gluten                                       |

No Order Placed Yet for Week

Total Due: £8.80







Our Pantry office team are always on hand to assist you with ordering and answer any queries you may have.

If you are experiencing any problems or have a general enquiry you can always give them a call on 020 8813 7040 or send an email to office@thepantrycatering.co.uk