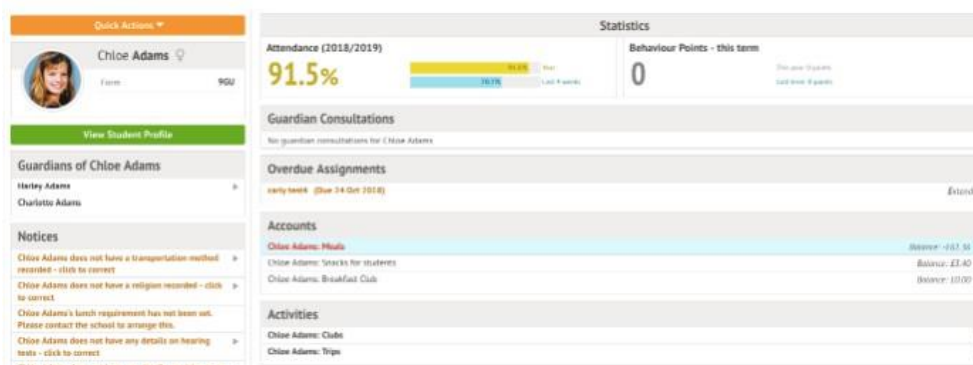


How To Top Up Your Child's Dinner Account

Please see below an example from Arbor's website on how to top up your child's dinner account.

First log into the Arbor account and click onto Accounts.

To manage a meal account, go to **Accounts** and click **Meals**.



Section	Value
Attendance (2018/2019)	91.5%
Behaviour Points - this term	0
Guardian Consultations	No guardian consultations for Chloe Adams
Overdue Assignments	Early work (Due 24 Oct 2018)
Accounts	Chloe Adams: Meals: Debit: -£10.00
	Chloe Adams: Snacks for students: Balance: £3.00
	Chloe Adams: Breakfast Club: Debit: £10.00
Activities	Chloe Adams: Clubs
	Chloe Adams: Trips

If your child has a debt on their account this will show in RED and if they are in credit this will show in GREEN.

Topping up a meal account

Above the table on the **Meal balance** page, the credit/debit amount of the student account will show. **Debt** amounts will show in **red**, **credit** amounts will show in **green**.

Meals Balance: £10.00

Meals Balance: -£10.00

On this section you can also view what meal choice your child has been put down for.

This allows you to check what you are being charged for and on which days the meals were taken.

Clicking on a Payment will load a slide over with details of the lunches taken that day.

View **Week beginning 01 Jan 2019: £0.00** ▾

Week beginning 01 Jan 2019: £0.00	
Tuesday	£0.00
Wednesday	£0.00
Thursday	£0.00

To make a payment, click on Top Up Account.



How To Top Up Your Child's Dinner Account

To make a **Card Payment**, click on the **Top up account** button.

Meals Balance: -£0.40

Term **Summer Term** ▼

Top up account

Summer Term Total Payments: £146.20

View **All Sections** ▼

Week beginning 19 Aug 2019: £4.40	
Monday	£2.20
Tuesday	£0.00
Wednesday	£2.20

Week beginning 12 Aug 2019: £11.00	
Monday	£2.20
Tuesday	£2.20

You can add in the amount you want to pay or to cover the outstanding debt. Please note minimum payment is £2.00 (a cost of a school meal is £2.30)

A slide over will load, where you can select the bill payer and payment amount. Please note the minimum payment amount is £2.

You can choose to pay now or to [add your payment to your basket to pay later](#).

« Back **Top Up Account by Card**

Top-Up Details

Customer account Molly Allen (Meals)

Bill payer* Carly McKelvey ⊙ ▼

Payment amount* £ 10 ⬇

Narrative ⊙

Cancel **Add to basket** **Pay now**

Input your details and click PAY to top up the account.

In the pop-up, add in your card details then click **Pay**.

Make Payment ⊙

Card number 1234 1234 1234 1234

Expiration date MM / YY

Name on card

Security code (CVV/CVC) CVC

Cancel **Pay £10.00**

You will then see the account is in credit and now GREEN.

Please note if your account has an outstanding debt, you will not be able to take a meal until the debt is cleared, as per our Dinner Debt Policy.

If you have any questions or need assistance, please contact the school office

