

John Ball Primary: Parent Guide

How do I make a payment for Meals?

To make a payment for a student's meals, start from the dashboard in Parent Portal.

If you have more than one student that you need to make payments for, you can access each profile by selecting the student's name from the drop-down menu on the dashboard as seen below:



On the Dashboard, you'll see a table called **Accounts**. The table shows the payments made to the school for the current term. Select the highlighted row labelled 'Meals' to get to the **Meal balance** page.

Accounts	
Matilda Reynolds: Meals	Balance: £0.00 ▶
Matilda Reynolds: Do not use	Balance: £0.00 ▶

Alternatively, you can access the **Meals balance** page by selecting **Student Profile > Accounts > Meals**.

Once on the **Meals balance** page, you can select a specific Term using the **Term** drop-down menu at the top-right of the page.



Above the table, the credit/debit amount of the student account will show. The **debit** amount will show in **red** the **credit** amount will show in **green**:

Meals Balance: £10.00

Meals Balance: -£10.00

Clicking on a **Payment Cell** 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 **Card Payment** follow the below steps:

1) Click on the **Top up account** button.

Top up account

2) A slide over will load, where you can select the bill payer, card information and payment amount.

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Top Up Account by Card

Top-Up Details

Customer account Chloe Adams (Meals)

Bill payer* Harley Adams

Payment amount* £ 5.00

Narrative  Lunch money

Card Details

Card number 11111111111

Expiration month 01 - January

Expiration year 2018

Name on card Harley Adams

Security code (CVV/CVC) 111

Cancel

Pay now

Click on **Pay Now** and the meals balance will be updated to reflect the top-up.

Minimum payment will be £11.50