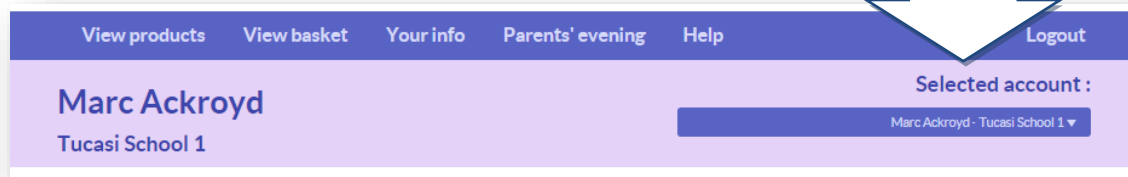


How do I add items to my basket?

Important: you must register before you can purchase an item online. Your school will provide you with a letter explaining the registration process.

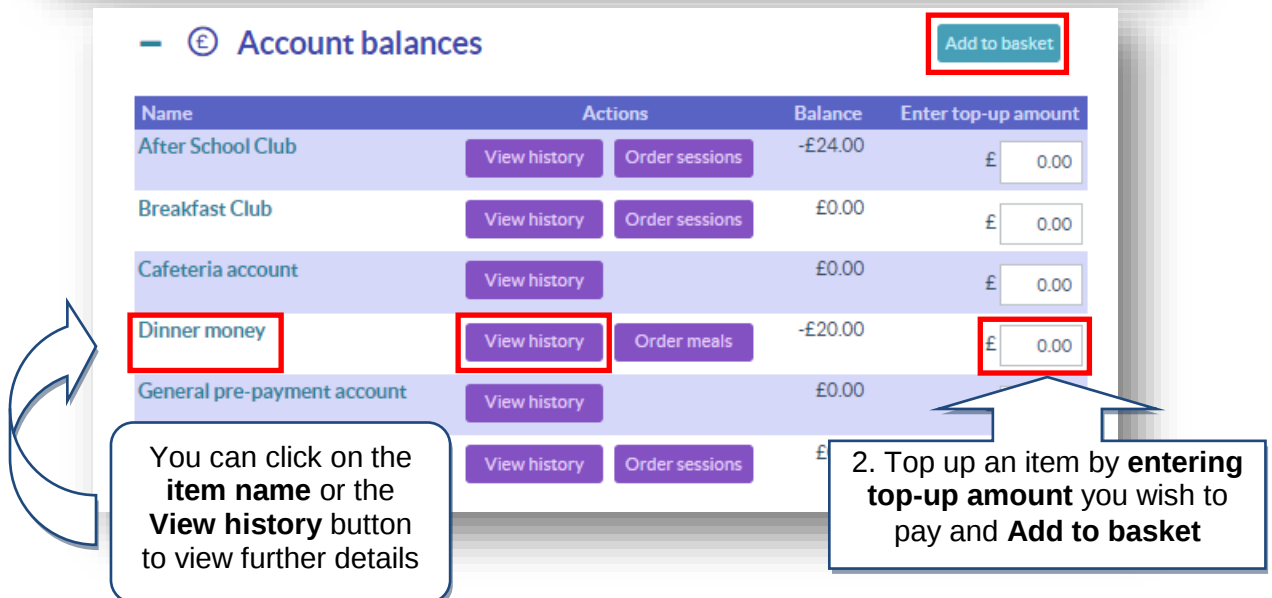
1. Load your Internet browser and login to your account and select the pupil you wish to make a purchase for



View products View basket Your info Parents' evening Help Logout

Marc Ackroyd
Tucasi School 1

Selected account :
Marc Ackroyd - Tucasi School 1

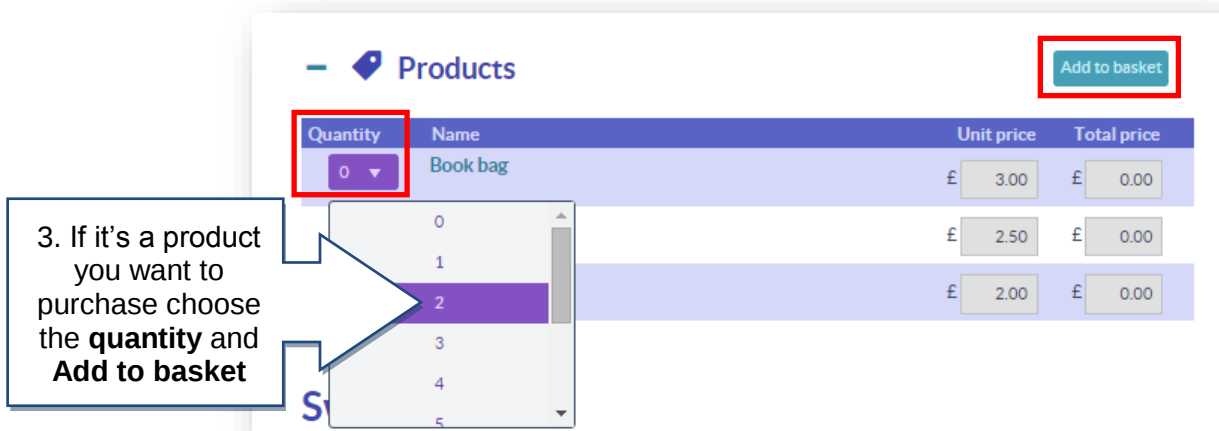


Account balances

Name	Actions	Balance	Enter top-up amount
After School Club	View history Order sessions	£-24.00	£ 0.00
Breakfast Club	View history Order sessions	£0.00	£ 0.00
Cafeteria account	View history	£0.00	£ 0.00
Dinner money	View history Order meals	£-20.00	£ 0.00
General pre-payment account	View history	£0.00	

You can click on the **item name** or the **View history** button to view further details

2. Top up an item by **entering top-up amount** you wish to pay and **Add to basket**



Products

Quantity	Name	Unit price	Total price
0	Book bag	£ 3.00	£ 0.00
1		£ 2.50	£ 0.00
2		£ 2.00	£ 0.00
3			
4			
5			

3. If it's a product you want to purchase choose the **quantity** and **Add to basket**

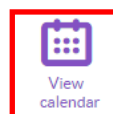
Your items will now be added to your basket

How do I view my child's school dinner history?

Primary Schools

Payment history for Dinner money

Date of last online payment: 08 Mar 2016 16:20
 Last online payment amount: £8.00
 Current balance: -£10.00



Once within **View history** of Dinner Money you can click on the school dinner calendar

Description	Date	Paid	Amount
Dinner money	08 Mar 2016 16:20	Online	£8.00
Child meal payment	08 Mar 2016 16:17	In school	£10.00
Child meal payment	28 Aug 2015 14:55	In school	£55.00
Child meal payment	28 Aug 2015 14:54	In school	£100.00
Dinner money	23 Jan 2015 18:19	Online	£25.00
Child meal payment	20 Oct 2014 16:45	In school	£10.00
Child meal payment	09 Oct 2014 11:36	In school	£10.00

Marc Ackroyd - Dinner money calendar

March 2016						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
D	D	D	D	D		
	1 M	2 M	3 V	4 S	5 x	6 x
7 M	8 M	9	10	11		
14 T	15	16	17	18		
21	22	23	24	25		
28	29	30	31			

View / Download report for online orders between and

Key

Sessions	Codes	
D - Dinners	A - Absent	P - School sandwich
	M - Meat meal	J - Jacket potato
	x - School closed	V - Vegmeal
	T - On trip	S - Home sandwich
	B - Baguette	

Secondary Schools

Payment history for Cafeteria account

Date of last online payment: 08 Mar 2016 16:30
 Last online payment amount: £15.00
 Current balance: £13.96

Description	Date	Paid	Amount
Cafeteria account	08 Mar 2016 15:10	Online	£15.00
1 x Water Lrg, 1 x Mini Cuplet, 1 x Large Baguette	08 Mar 2016 13:28	Cashless	-£2.68
1 x Misc, 1 x Tray Bakes, 1 x Sandwich	07 Mar 2016 13:30	Cashless	-£3.11
Money Added	04 Mar 2016 12:46	Cashless	£5.00

Once within **view history** of the Cashless Catering account you can see your child's purchase history

How do I go to the checkout?

1. Click on **View basket** which is displayed on the right hand side of the screen

Your basket

Dinner money	Marc Ackroyd
Total: £10.00	
Book bag	Marc Ackroyd
Qty: 2	
Total: £6.00	
Subtotal: £16.00	
View basket	

2. Check the items in your basket, edit if necessary and click on **Checkout**

[Basket](#)
[Your info](#)
[Parents' evening](#)
[Help](#)
[Logout](#)

Selected account :

Marc Ackroyd - Tucasi School 1

Your basket

Payment processor: WorldPay

	Qty.	Name	For	Total
Edit Delete	1	Dinner money	Marc Ackroyd	£10.00
Edit Delete	2	Book bag	Marc Ackroyd	£6.00
Subtotal:				£16.00

[Continue shopping](#)
[Checkout](#)

Go back to view products.

Pay for the items in your basket.

Account balances

After School Club	-£24.00
Breakfast Club	£0.00
Cafeteria account	£13.96
Dinner money	-£10.00
General pre-payment account	£0.00
Out of School Care	£0.00

Trip/event balances

Jorvik Viking Centre	£10.00
London	£220.00

3. Enter your billing address and click on **Process payment**

Checkout: Enter payment and contact information

Please confirm your address for payment. This address must be the same as your billing address for your credit/debit card.

Your billing address

Title	Mr
	Bob
	Ackroyd Smith
	123 Street
Town/city	Town
County/state/province	County
Postcode	SO509FD
Country	United Kingdom

☐ Tick here to save your details for next time:
 [Process payment](#)

Your basket

Dinner money	Marc Ackroyd
Total: £10.00	
Book bag	Marc Ackroyd
Qty: 2	
Total: £6.00	
Subtotal: £16.00	
View basket	

Account balances

After School Club	-£24.00
Breakfast Club	£0.00
Cafeteria account	£13.96
Dinner money	-£10.00
General pre-payment account	£0.00
Out of School Care	£0.00

Trip/event balances

Jorvik Viking Centre	£10.00
London	£220.00
Music Tuition 2015/16	£100.00

WorldPay

Help FAQs Security

Secure Payment Page

TEST MODE - This is not a live transaction.
Please review your purchase details, then select a payment method to continue.

Select language English

Choose currency £16.00 (Pounds Sterling)

Description Purchases at Tucasi School 1 (ref 850/9901)

Amount £16.00

Select your payment method








Cancel

payments powered by WorldPay

For help with your payment visit the: [WorldPay Help](#).

NB The payment page may look different to this example if your child's school uses a Local Authority payment gateway.

4. Select your payment method, enter your card details, then click on **Make payment**

You will receive an email confirming your purchase. (Remember to check your spam/junk email folder).

Shopping basket Your info Parents' evening Help Logout

Selected account :
Marc Ackroyd - Tucasi School 1

[Address](#) | [Login details](#) | [Link accounts](#) | [Payment history](#) | [Contact preferences](#) | [Payment agreements](#)

Payment details

Please keep this receipt for your records. [View printer friendly version](#)

Payment information
Transaction number: 100000008
Date placed: 08 Mar 2016 17:15
Status: COMPLETE

Billing information
123 Street
County, SO509FD
GB
afr@tucasi.com

Item	For	Price	Quantity	Total	Order status
Dinner money	Marc Ackroyd	£10.00	1	£10.00	
Book bag	Marc Ackroyd	£3.00	2	£6.00	Open
Totals				Total: £16.00	

Payment status
Paid online WorldPay

Your basket
Your basket is empty.

Account balances

After School Club	-£24.00
Breakfast Club	£0.00
General pre-payment account	£0.00
Cafeteria account	£13.96
Dinner money	£0.00
Out of School Care	£0.00

Trip/event balances

London	£220.00
Jorvik Viking Centre	£10.00
Music Tuition 2015/16	£100.00

If you need help with the system or for further enquiries please contact the School Office at your child's school.

If you have any questions please also refer to the Video and Quick Reference Guides in the [Help](#) option within your online account.

Or **See our frequently asked questions** link on the online account login screen.