

ENNISKILLEN MODEL PRIMARY SCHOOL - CASHLESS PAYMENTS: How to Order School Dinners

1. Download and Install the App:

- Ensure you have the Enniskillen Model Primary School App installed on your smartphone or tablet. You can download it from the App Store (iOS) or Google Play Store (Android). Instructions are on our website. **You will have to send in cash (as before) if you do not have the App/not using the App – there is no facility to pay cashless at the office.**

2. Navigate to the Dinner Ordering Section:

- Once logged in, go to the main menu (three horizontal bars) and select "Payments" and then "Dinner Bookings".

3. Select the required Week/s:

- Choose the day/s for which you want to order dinners – always ensure you are ordering for the correct day/week. Use the arrow keys to choose the week/day and keep scrolling to the right if you want to pay for a longer period e.g. for the month/term. **The office and classroom assistants will have printouts to show who has ordered dinners this way.**

4. Review Your Order:

- After selecting the days when dinners are to be purchased go to cart. Here you can confirm the days/amount owed. Currently a dinner costs £2.60 per day.

5. Submit Your Order:

- Scan your order to ensure everything is correct. Make any necessary changes.
- Complete the Booking Summary (name, email, class, payment method) and then press Continue. Please note – your email and card details will be stored to make subsequent bookings quicker.
- Once you are satisfied with your selections submit your order. You must do this this **BEFORE 9:00A.M. ON A MONDAY/FIRST DAY OF A WEEK** to ensure your child's dinners are ordered for whatever day/s required.
- Those entitled to free school meals can also use this method – just select the free option under payment method.

6. Payment:

- Follow the prompts to complete the payment process. You can pay via credit/debit card or other available payment methods.

7. Confirmation:

- After submitting your order and completing the payment, you should receive a confirmation message via email. Keep this for your records.

INSTRUCTIONS FOR LATE/EMERGENCY ONLY DINNER PAYMENT:

If you have not ordered your child's dinner by Monday morning/first day back after a break you can still use our Late/Emergency Dinner Payment option. Please note that an additional charge of **10p per dinner** is applied to cover administration costs.

1. Log into the App.
2. Navigate to the 'Payments' section.
3. Select the "Late/Emergency Dinner Payment" option in the menu.
4. Complete the form giving child's name, class and select the date/s of required dinners.
5. Confirm your order and proceed to payment.

If you have any questions or need assistance, please do not hesitate to contact the office - 66324865.

Thank you for your co-operation.