



# The new catering online ordering system.

## From November 2022

The new system will enable pupils to continue to purchase freshly prepared food and drink in the dining rooms as well as pre-order cold food online, as they have done before. The facility to do this, however, has now changed from a fingerprint scanner to an ID card scanner and the link to the online ordering site has changed to the new provider's, BlueRunner.

The new system allows parents/carers and pupils to each have a BlueRunner account to order cold food. It also means that parents with

multiple children at Priory can have one account with all children linked rather than the need for separate accounts.

Please remember that pupils do not need to pre-order hot meals or pick up drinks and snacks; they can simply go to the dining rooms and pay with their ID card.

Catering accounts will continue to be credited by parents via SCOPay.

### To set up your account

Everyone can have their own BlueRunner account - each parent can set up an account (please use different email addresses) and add the same children. Pupils can have an account too. This means that everyone can order from the cold food menu, check what has been ordered, make changes and cancellations etc.

Please follow the simple steps below so you or your child/ren can order cold food online, should they wish to do so. This will only take a few minutes.

To register, go to the link below and select 'Register' on the top right tab.

[penworthamparents.myschoolmealorders.com](https://penworthamparents.myschoolmealorders.com)

Fill in relevant fields - first name, last name, phone, email and password. We recommend that pupils

use their school email address and password.

This will generate an authentication email. Please activate the link in the email to allow the account to work.

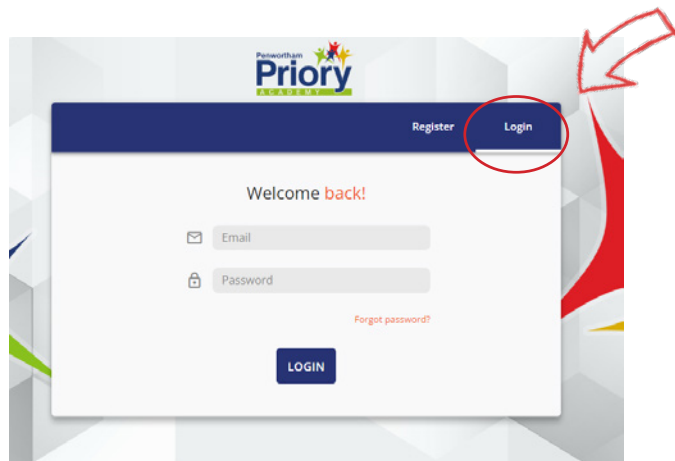
If the authentication email doesn't arrive soon after, please check your junk or spam folders.

A screenshot of the 'MY SCHOOL MEAL ORDERS' registration page. The page has a dark blue header with the Penwortham Priory logo and two tabs: 'Register' and 'Login'. The 'Register' tab is circled in red, with a red arrow pointing to it from the right. Below the header are several input fields: 'First name', 'Last name', 'Telephone', 'Email', 'Password \*', and 'Confirm password \*'. There is a small asterisk note below the password fields: '\* Password must have at least one upper case, one lower case, one number and one special character (for example, !, \$, @, %) with a minimum of 8 characters.' At the bottom, there is a checkbox for 'Sign up for emails to receive the latest news about our services.' The background of the page is light grey with a subtle geometric pattern.

## To login

To log in, go to the link below and select 'Login' at the top right. Use the email address and password you registered with.

[penworthamparents.myschoolmealorders.com](https://penworthamparents.myschoolmealorders.com)



Once you have  
logged in, you  
can:



**Order  
Meals**



**Change or  
Cancel Orders**



**View & Print Your  
Child's Meal Choices**



**Manage Your  
Account**

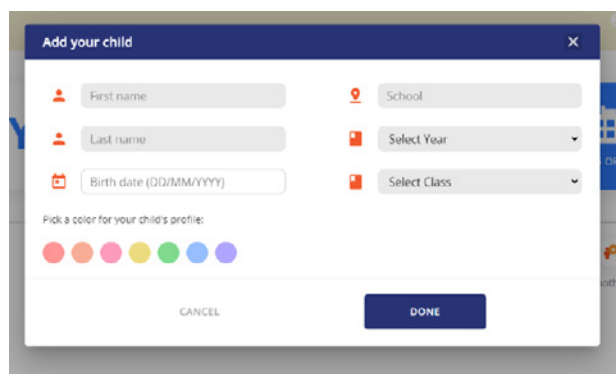
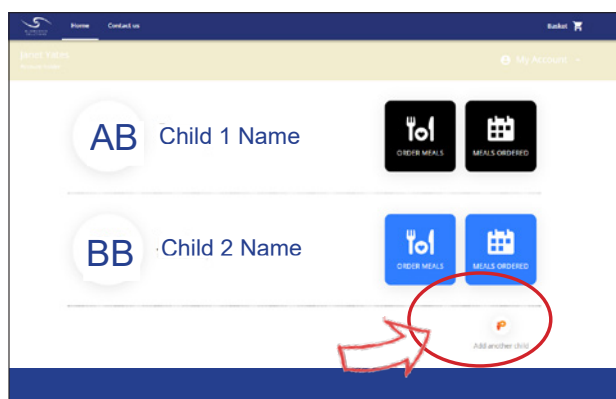
## To add a child/another child

Once logged in, go to the Home page and click on the 'Add child' button, this will be below the main buttons if you have already added a child.

On the pop up, input your child's first name, last name, date of birth, school - *Penwortham Priory*, year and class.

Repeat this process for additional children.

You are now ready to start ordering!



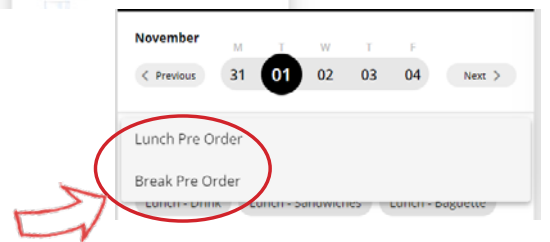
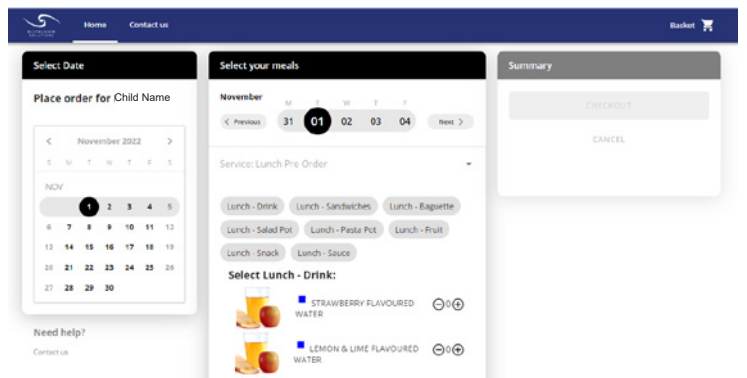
## Ordering

Select the 'Order Meals' button for the relevant child (pupils will only see their own account).



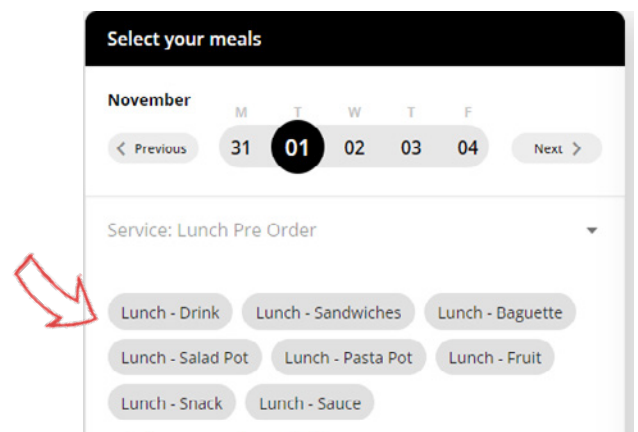
On the next page select the date - the menu items available that day will be shown as a long list below. The Lunch menu will show as default.

To switch between the Break and Lunch menus, click the grey drop down arrow to the right of 'Service: Lunch Pre Order' and you will see the drop down box to switch to the Break Pre Order menu.



To select menu choices, simply scroll down the list and click + to add items to your order or - to remove.

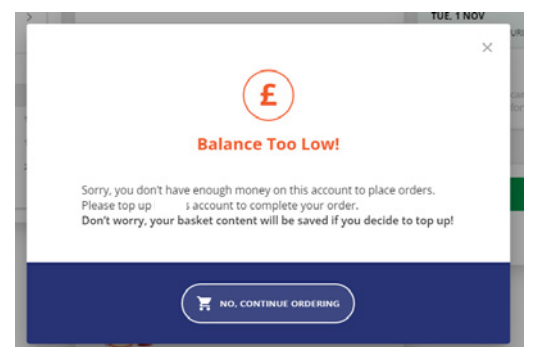
There are also short cut buttons at the top to take you to each section.



Please remember parents will need to top up accounts via SCOPay as you have done previously.

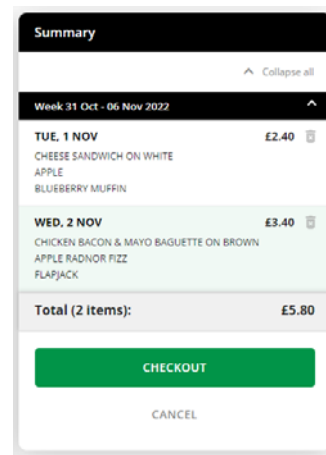
If there is not enough credit on the account then the items will be saved in your basket.

Maximum spend per day is capped at £6 per pupil.

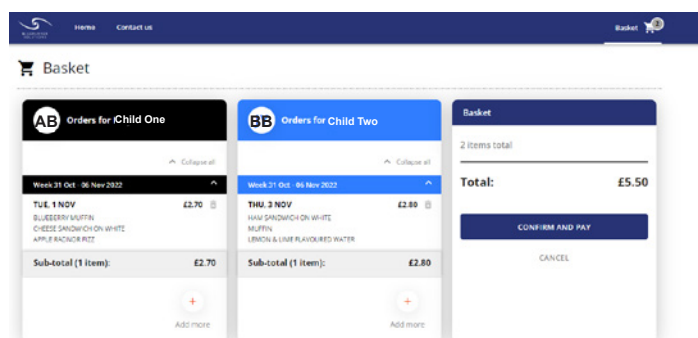


As you build your order, the items will be shown on the right hand side.

When you have finished ordering, click the green 'checkout' button below.



You will see the order for final review before clicking the 'Confirm and Pay' button. Here, parents will also see the orders for all their children's accounts.

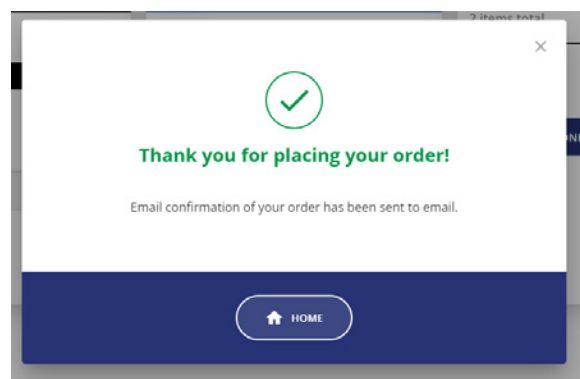


\*Please note the cut off time for choosing or cancelling a menu item for the next day is 11.59pm the evening before.

## Order Confirmation

A pop up will confirm your order has been placed.

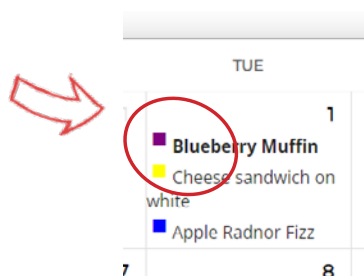
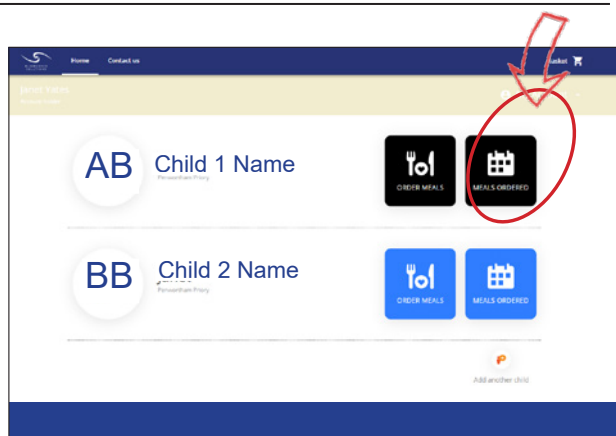
A confirmation email will also be sent to the account that placed the order ie, if a pupil placed the order then they will receive the email, not the parent.



## Cancelling or Amending Orders

From the Home screen, select the 'Meals Ordered' button for the relevant child (pupils will only see their own account).

Go to the date for which you wish to amend or cancel an item. Click on the individual item and then click on - to cancel or + to add.

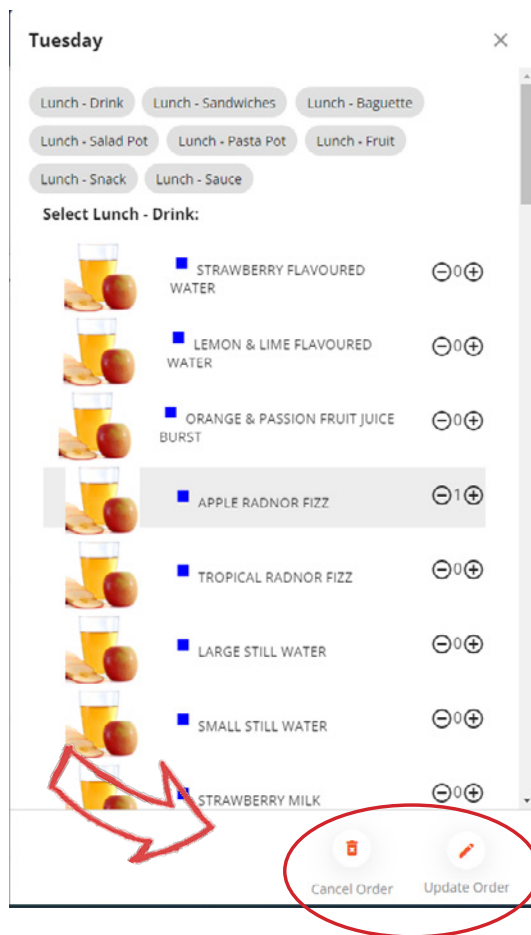
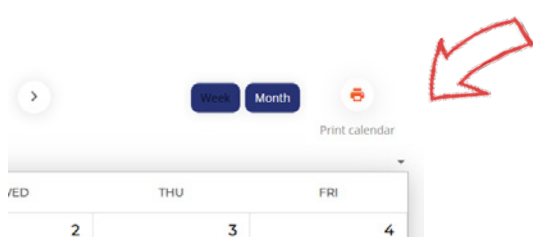


In this section you can also add new menu items to your order.

When you are happy with your order, select Cancel Order or Update Order at the bottom of the page. You will also receive a confirmation email.

You can also print the calendar by selecting the button at the top right.

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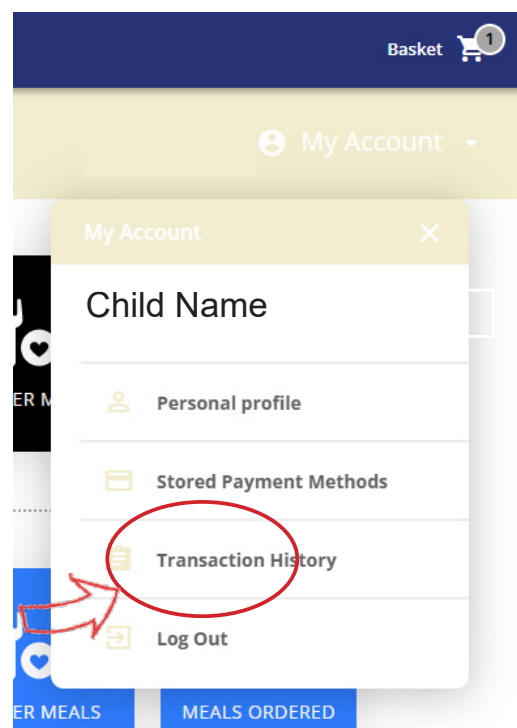


## Transaction History

To view the transaction history for your account(s), click My Account in the top right corner.

On the drop down, select Transaction History.

You will have to option to select 30 days, 3 months or year for your account(s).



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## Managing dietary needs

Please keep the school up to date with your child's allergies and food intolerances.

Please email [enquiries@priory.lancs.sch.uk](mailto:enquiries@priory.lancs.sch.uk)

## Free School Meals

If your child is entitled to Free School Meals you should still set up an account to enable them to order cold food using their daily allowance, as they did previously.



## Mobile friendly

The BlueRunner website is optimised for mobile devices so users can order and access from their mobile phone.



## Enquiries and Support



If you have any questions, please email

[enquiries@priory.lancs.sch.uk](mailto:enquiries@priory.lancs.sch.uk)

We also have further information about our catering systems on our website. This also includes copies of menus and pricing.

[www.priory.lancs.sch.uk/parents/catering-at-priory](http://www.priory.lancs.sch.uk/parents/catering-at-priory)

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