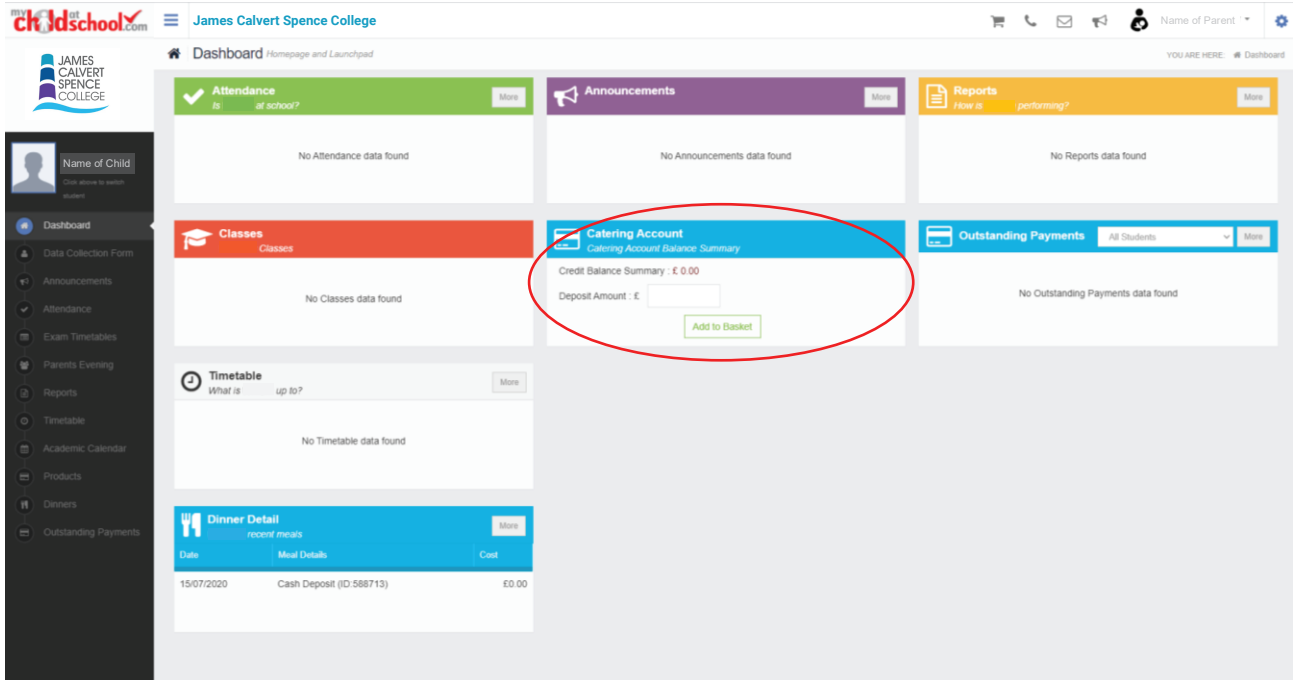


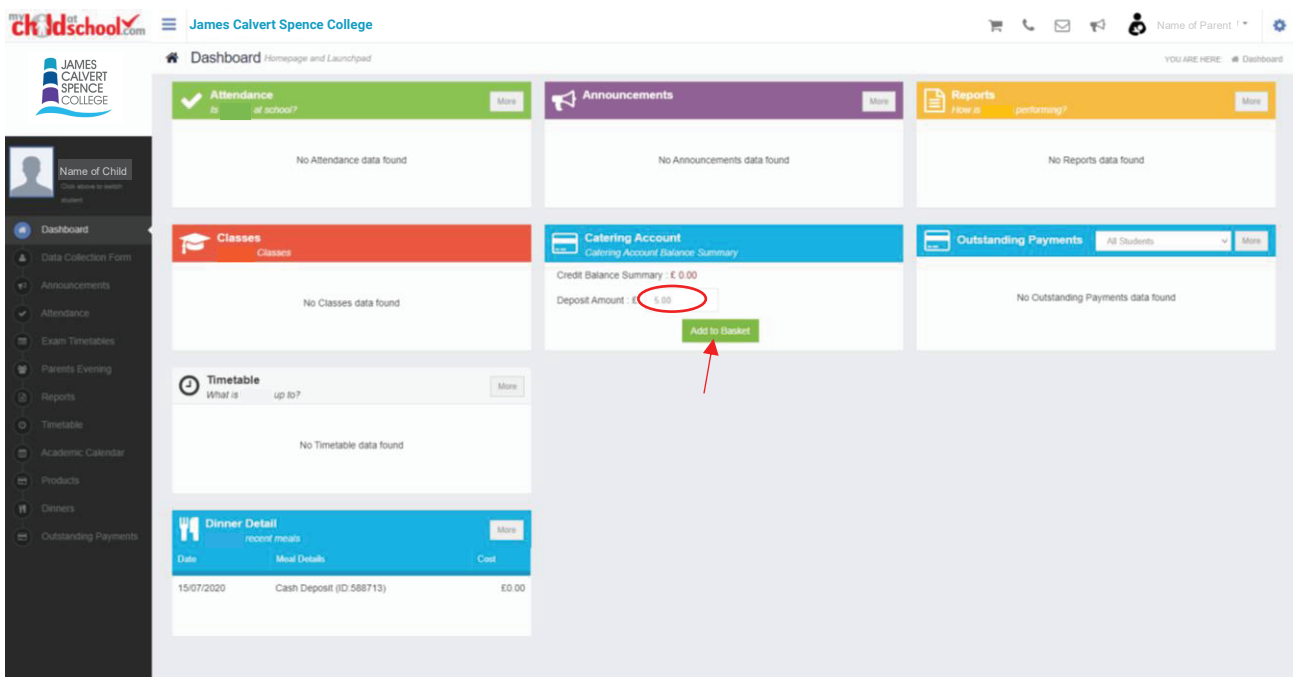
How to Top up a Catering Account/Student Dinner Balance on My Child at School (MCAS)

Locate the Catering Account tab on the Dashboard.



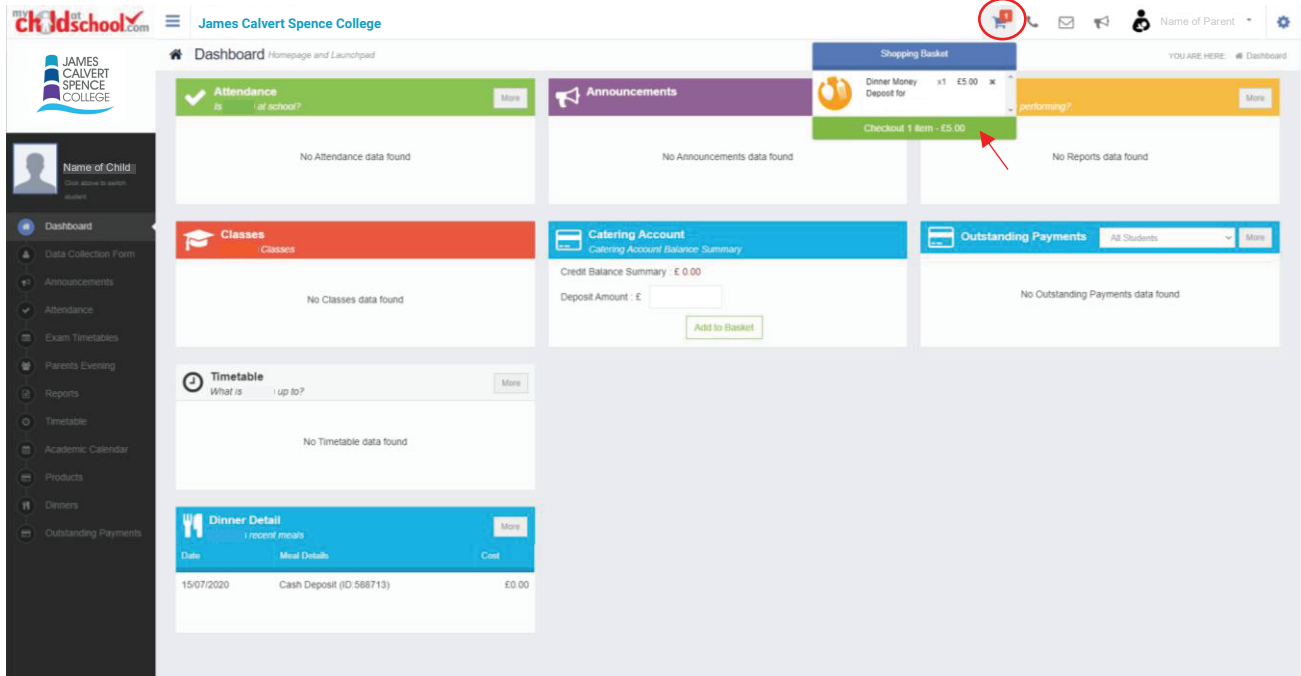
The screenshot shows the MCAS dashboard for James Calvert Spence College. The 'Catering Account' tab is highlighted with a red circle. The dashboard includes sections for Attendance, Announcements, Reports, Classes, Catering Account, Outstanding Payments, Timetable, and Dinner Detail. The Catering Account section shows a credit balance summary of £0.00 and a deposit amount field set to £0.00, with an 'Add to Basket' button below it.

Enter a deposit amount for dinner money balance, in this example £5.00, and then click on add to basket. This will then show up as an item in the shopping basket.



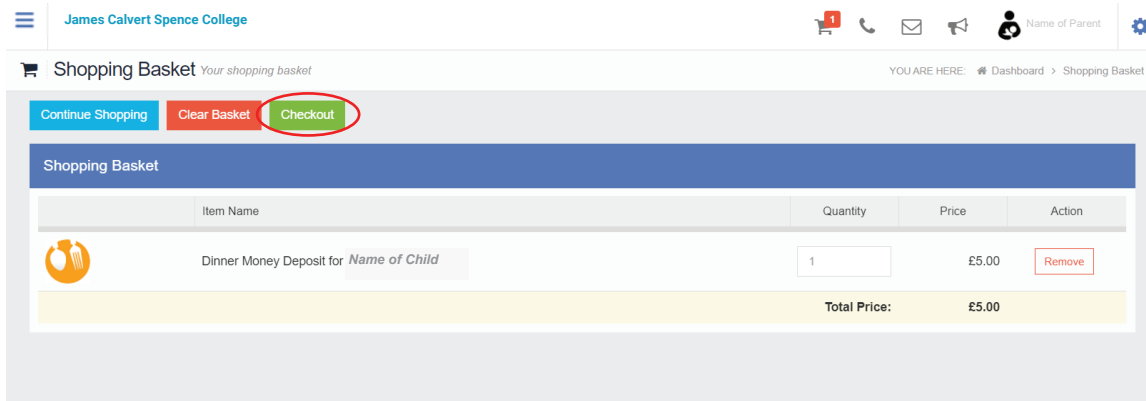
The screenshot shows the MCAS dashboard with the deposit amount field in the 'Catering Account' section set to £5.00. A red circle highlights the '5.00' value, and a red arrow points to the 'Add to Basket' button. The rest of the dashboard layout is identical to the previous screenshot.

Click on the Shopping Basket to check out. You will then see the page below, click on checkout item.



The screenshot shows the 'James Calvert Spence College' dashboard. A 'Shopping Basket' widget is highlighted with a red circle and a red arrow pointing to it. The widget displays 'Dinner Money Deposit for' with a quantity of 'x1' and a price of '£5.00'. Below it, it shows 'Checkout 1 item - £5.00'. Other widgets on the dashboard include Attendance, Announcements, Classes, Catering Account, Outstanding Payments, Timetable, and Dinner Detail.

This will take you to the screen below. Click on checkout if you are happy with the quantity and price.

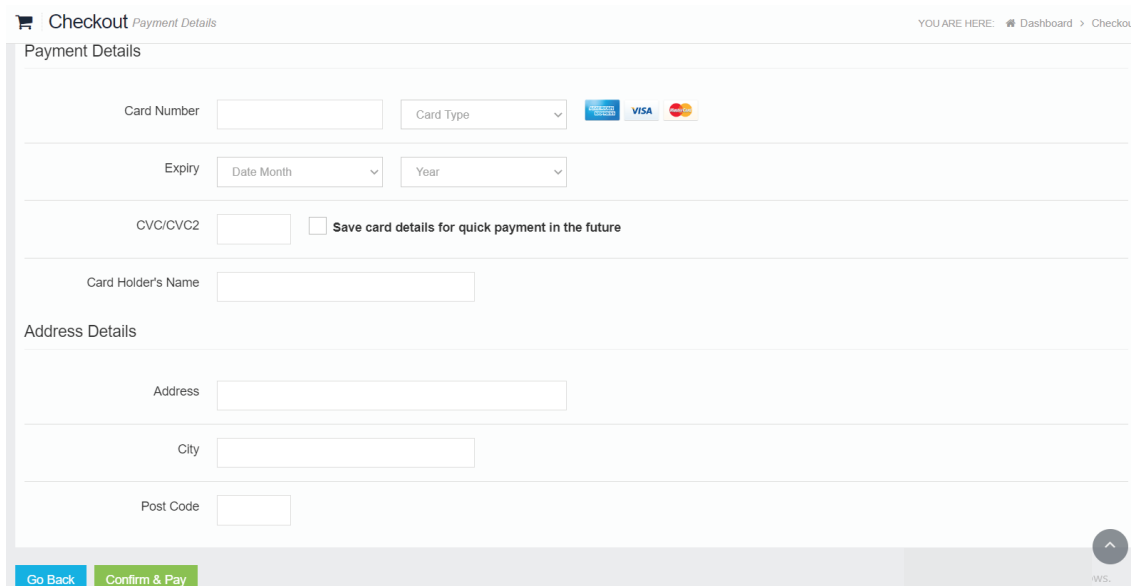


The screenshot shows the 'Shopping Basket' page. At the top, there are three buttons: 'Continue Shopping', 'Clear Basket', and 'Checkout'. The 'Checkout' button is highlighted with a red circle. Below the buttons, the 'Shopping Basket' section displays a table with the following items:

Item Name	Quantity	Price	Action
Dinner Money Deposit for <i>Name of Child</i>	1	£5.00	Remove
Total Price:		£5.00	


How To Guide - Catering Account Online

On the secure webpage, input your Payment Details and Address Details. Click on 'Confirm & Pay' when you are ready.



Checkout *Payment Details* YOU ARE HERE: [Dashboard](#) > [Checkout](#)

Payment Details

Card Number Card Type 

Expiry Date Month Year

CVC/CVC2 Save card details for quick payment in the future

Card Holder's Name

Address Details

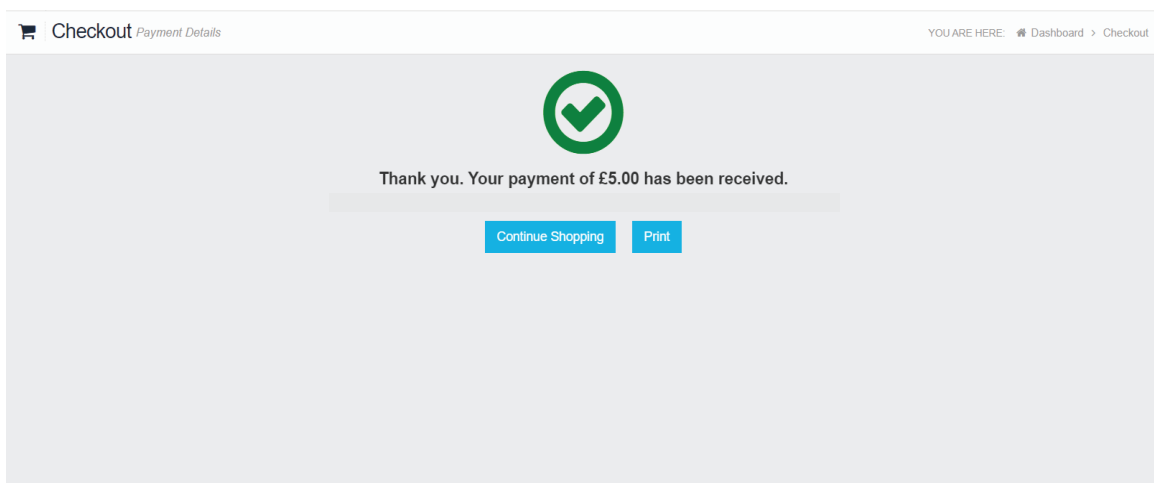
Address

City


Post Code

[Go Back](#) [Confirm & Pay](#) ↑

You will then receive the following message and have the option to print the receipt.



Checkout *Payment Details* YOU ARE HERE: [Dashboard](#) > [Checkout](#)



Thank you. Your payment of £5.00 has been received.

[Continue Shopping](#) [Print](#)

Log out if you do not wish to continue shopping.