

School Meals Portal for Meals Figures

Work Instructions

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Please Note:

These Work Instructions will be available to download from the [Surrey County Council website](#) and will be updated accordingly following any feedback or changes to the School Meals Portal.

1. Accessing the School Meals Portal

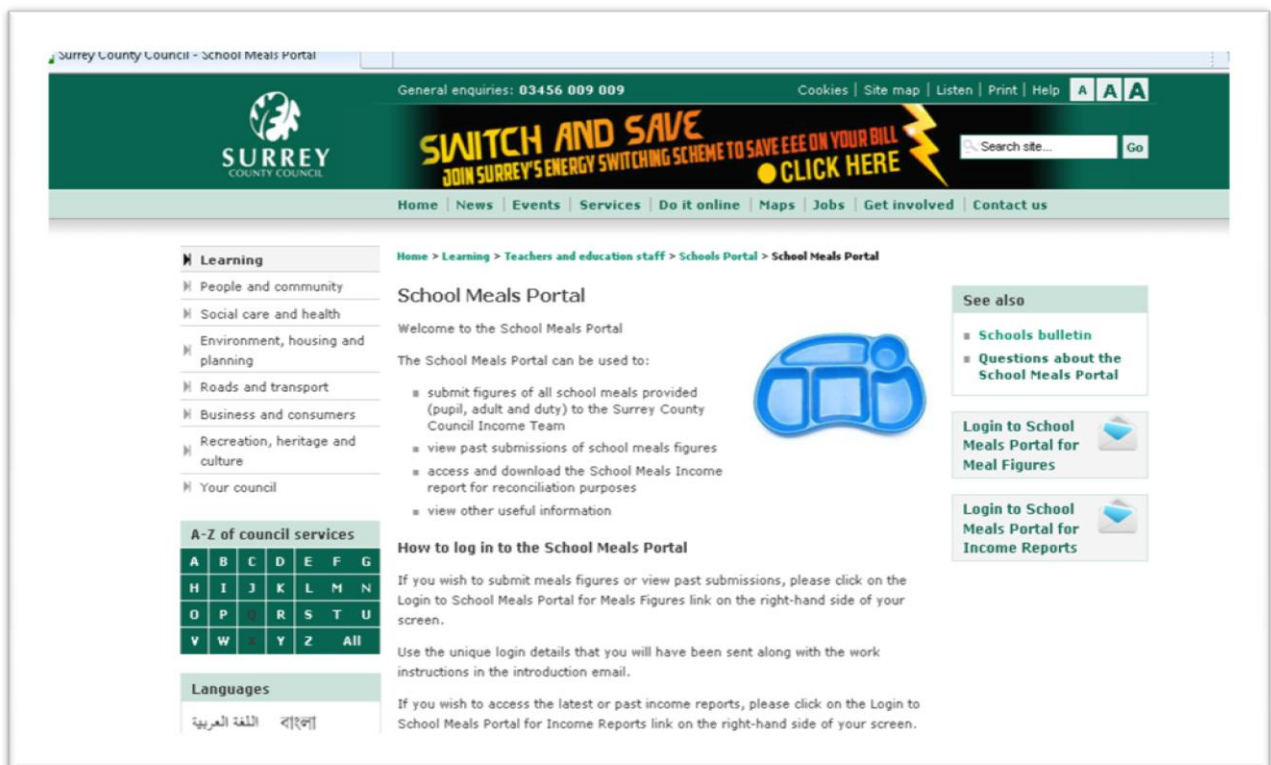
The School Meals Portal is accessed via the Surrey County Council website.

- You can go direct to the School Meals Portal Landing Page using the following link:
<http://www.surreycc.gov.uk/learning/teachers-and-education-staff/schools-portal/school-meals-portal>

OR

- Go to the SCC Home Page:
 - then click on 'Learning' (on the left of the page)
 - then click on 'Teachers and Education Staff'
 - then click on 'Schools Portal'
 - then click on 'School Meals Portal'

This is the School Meals Portal Landing Page



Surrey County Council - School Meals Portal

General enquiries: 03456 009 009

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Home > Learning > Teachers and education staff > Schools Portal > School Meals Portal

School Meals Portal

Welcome to the School Meals Portal

The School Meals Portal can be used to:

- submit figures of all school meals provided (pupil, adult and duty) to the Surrey County Council Income Team
- view past submissions of school meals figures
- access and download the School Meals Income report for reconciliation purposes
- view other useful information

How to log in to the School Meals Portal

If you wish to submit meals figures or view past submissions, please click on the Login to School Meals Portal for Meals Figures link on the right-hand side of your screen.

Use the unique login details that you will have been sent along with the work instructions in the introduction email.

If you wish to access the latest or past income reports, please click on the Login to School Meals Portal for Income Reports link on the right-hand side of your screen.

See also

- Schools bulletin
- Questions about the School Meals Portal

Login to School Meals Portal for Meal Figures

Login to School Meals Portal for Income Reports

Learning

- People and community
- Social care and health
- Environment, housing and planning
- Roads and transport
- Business and consumers
- Recreation, heritage and culture
- Your council

A-Z of council services

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	All	

Languages

اللغة العربية العربية

Have a look around this page; from here you can:

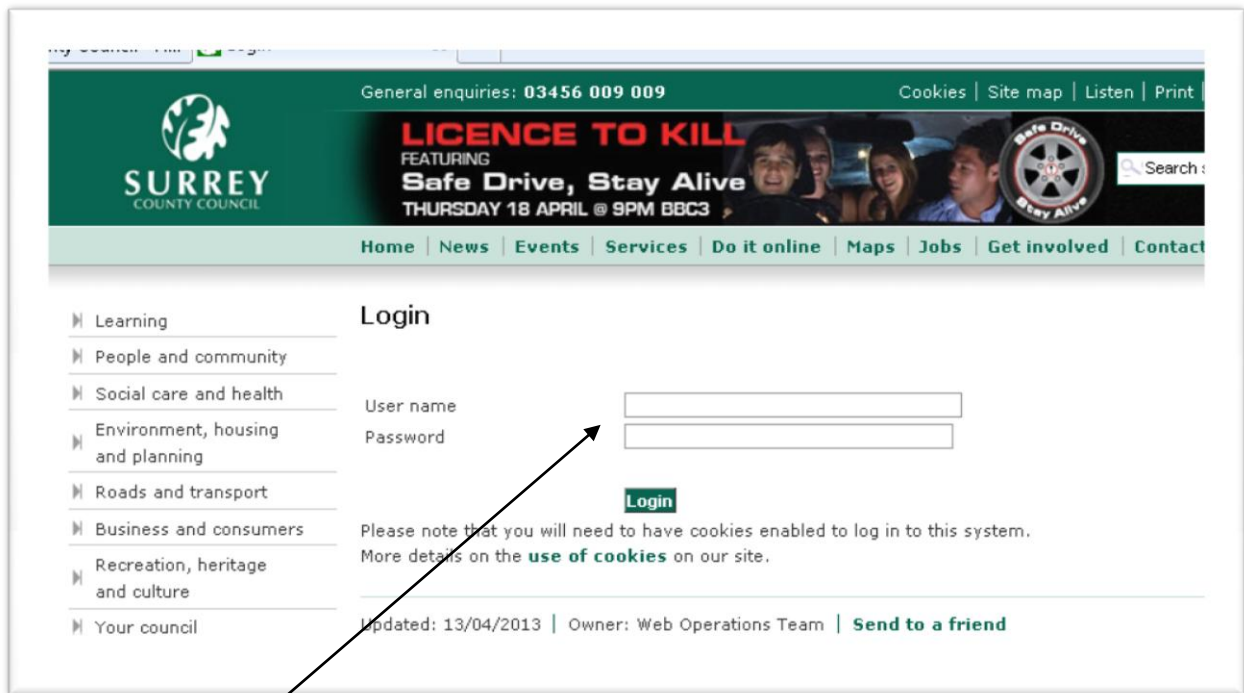
- Login to the Portal
- Access the questions and answers page
- Access these work instructions
- Find contact information for help and support

2. Logging into the School Meals Portal for Meals Figures

- From the [School Meals Portal Landing Page](#), you should see two login links on the right. Select the link called 'Login to School Meals Portal for Meals Figures':



- The Login page will load and should look like this:



- Enter the User name and Password that were sent to you in the 'Introduction to the School Meals Portal' email.

First Time Logging In

- Please Note: The first time you login to the Portal, you will be asked to change the password set by Surrey County Council. You will see the following screen:



- Enter your new password and press Submit.

3. Overview of the Portal Main Page

After logging in (or after changing your password), you will reach the Meals Figures main page. Each section on this page is explained below:

Information Boxes

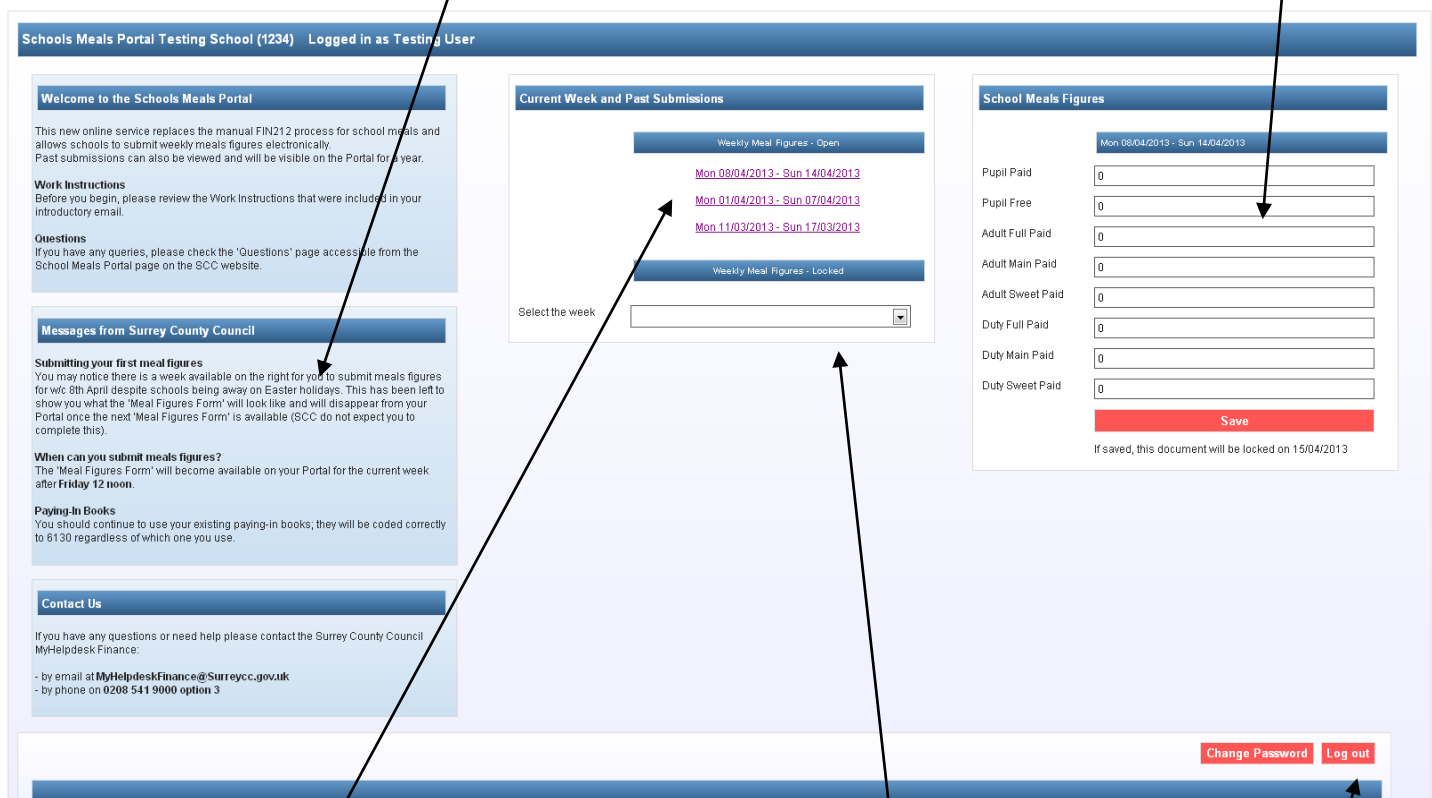
Please read through the boxes on the left of the page.

SCC will update these on a regular basis with changes and messages about the Portal.

You will always be able to find our **contact information** here as well.

The Meals Figures form

This is where you will enter the figures for the number of meals provided each week.



The screenshot shows the 'Schools Meals Portal' interface. At the top, it says 'Schools Meals Portal Testing School (1234) Logged in as Testing User'. The main content area is divided into three columns:

- Left Column (Information Boxes):** Contains sections for 'Welcome to the Schools Meals Portal', 'Work Instructions', 'Questions', 'Messages from Surrey County Council', 'Submitting your first meal figures', 'When can you submit meal figures?', 'Paying-in Books', and 'Contact Us'.
- Middle Column (Current Week and Past Submissions):** Shows 'Weekly Meal Figures - Open' with a list of weeks: 'Mon 08/04/2013 - Sun 14/04/2013', 'Mon 01/04/2013 - Sun 07/04/2013', and 'Mon 11/03/2013 - Sun 17/03/2013'. Below this is a 'Weekly Meal Figures - Locked' section and a 'Select the week' dropdown menu.
- Right Column (School Meals Figures):** A form for the week 'Mon 08/04/2013 - Sun 14/04/2013' with input fields for: Pupil Paid, Pupil Free, Adult Full Paid, Adult Main Paid, Adult Sweet Paid, Duty Full Paid, Duty Main Paid, and Duty Sweet Paid. A 'Save' button is at the bottom.

At the bottom right, there are 'Change Password' and 'Log out' buttons.

Selecting the week to submit figures for

The weeks available for you to submit figures for are listed here. You can choose the correct week and then enter the figures on the form to the right.

Viewing Past Submissions

If you wish to view the figures you entered for a previous week, you can select it from the drop-down list here. Previous submissions will be stored on your Portal for 52 weeks.

Logging out

Click the Log Out button in the bottom-right to return to the SCC website.

You can also change your password at any time by selecting the Change Password option.

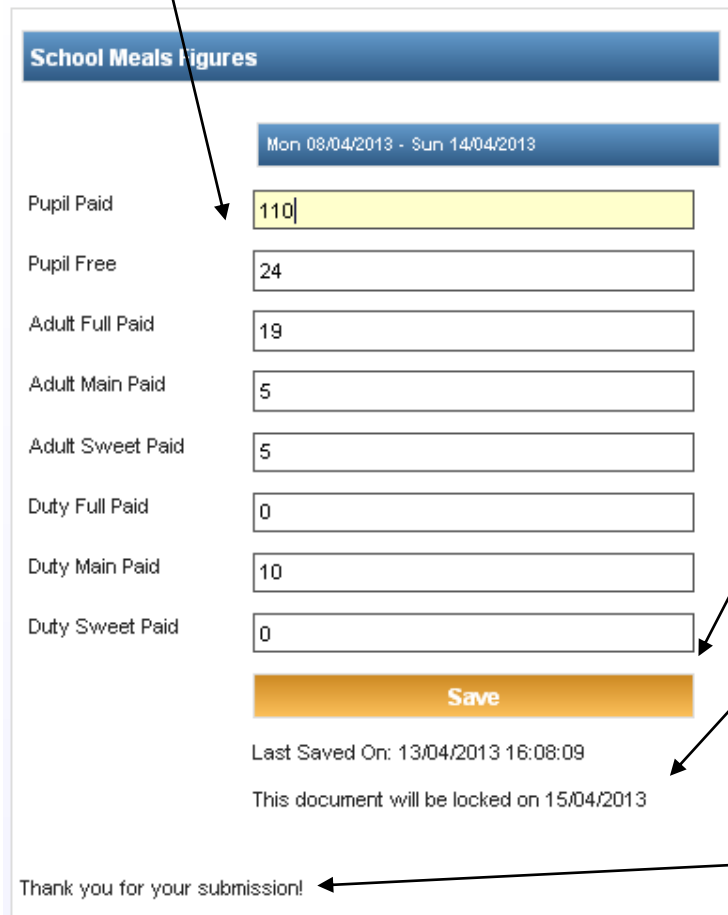
4. Submitting Meals Figures

Every **Friday at 12pm** a new form will become available on your Portal for you to enter the number of meals provided that week.

- Select an open week under **Weekly Meal Figures**. An open week is a week in which you may submit figures for. A week remains open until you have submitted figures **and** the next Monday deadline has been reached.



- Enter the number of meals provided for the chosen week into the form on the right. If you have no value for a particular field, then enter "0". All fields must contain an entry.



The screenshot shows a form titled "School Meals Figures" for the week of "Mon 08/04/2013 - Sun 14/04/2013". The form contains several input fields with the following values: Pupil Paid (110), Pupil Free (24), Adult Full Paid (19), Adult Main Paid (5), Adult Sweet Paid (5), Duty Full Paid (0), Duty Main Paid (10), and Duty Sweet Paid (0). Below the fields is a yellow "Save" button. Underneath the button, it says "Last Saved On: 13/04/2013 16:08:09" and "This document will be locked on 15/04/2013". At the bottom of the form, it says "Thank you for your submission!". An arrow points from the text in the previous list item to the "Pupil Paid" field.

Once you have entered all the required figures, click the **Save** button.

The message below the form states when this week will become locked. **You can continue to amend this submission up to this date.**

After saving, you should always see the **Thank you for your submission** message – this confirms receipt of your figures.

5. Viewing Past Submissions of Meals Figures

You can view the figures you entered for a previous week at any time. Previous submissions will be stored on your Portal for 52 weeks.

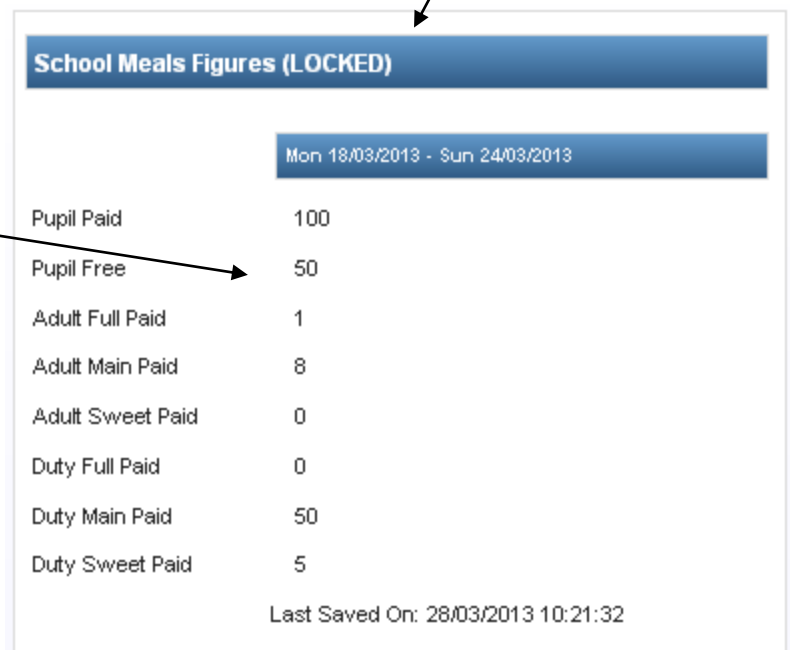
- Select a previous week from the drop-down list entitled **Weekly Meal Figures – Locked.**



The screenshot shows a blue header bar with the text "Weekly Meal Figures - Locked". Below it is a dropdown menu with a yellow background. The menu is open, showing a list of dates. The top option is "Mon 18/03/2013 - Sun 24/03/2013" and is highlighted in blue. Other options include "Mon 04/03/2013 - Sun 10/03/2013", "Mon 25/02/2013 - Sun 03/03/2013", "Mon 18/02/2013 - Sun 24/02/2013", and "Mon 11/02/2013 - Sun 17/02/2013". An arrow points from the text "Select the week" to the dropdown menu.

- When you select a previous (locked) week, the form will update with the figures that were submitted for that week. The text above the form changes to display '(LOCKED)'.

You will not be able to overwrite or save figures in a locked week.



The screenshot shows a blue header bar with the text "School Meals Figures (LOCKED)". Below it is a blue bar with the text "Mon 18/03/2013 - Sun 24/03/2013". The form contains a table of figures:

Pupil Paid	100
Pupil Free	50
Adult Full Paid	1
Adult Main Paid	8
Adult Sweet Paid	0
Duty Full Paid	0
Duty Main Paid	50
Duty Sweet Paid	5

At the bottom right of the form, it says "Last Saved On: 28/03/2013 10:21:32". An arrow points from the text "You will not be able to overwrite or save figures in a locked week." to the table.

6. Contact us and Support

If you have any questions or need help with using the Portal, please first check the available information on the [School Meals Portal page](#) on the SCC Website. From that page, you can access the following supporting information:

- The [Questions about the School Meals Portal](#) page contains answers to likely questions and was put together using feedback from schools. Surrey County Council will continue to update this page on a regular basis.
- These **Work Instructions** will be available to download from the website and will be updated accordingly following any feedback or changes to the School Meals Portal.

If you cannot find the information you're looking for on the website, please contact the Surrey County Council MyHelpdesk:

- By email: myhelpdeskfinance@surreycc.gov.uk
- By phone: 0208 541 9000 – option 3