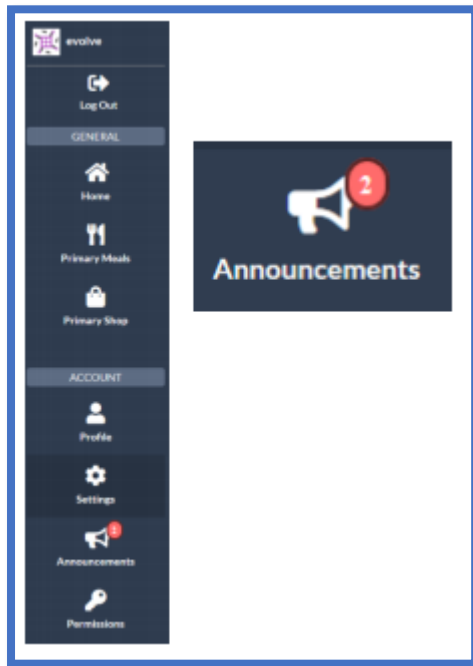


A Parent's Guide to Announcements & Primary Shop

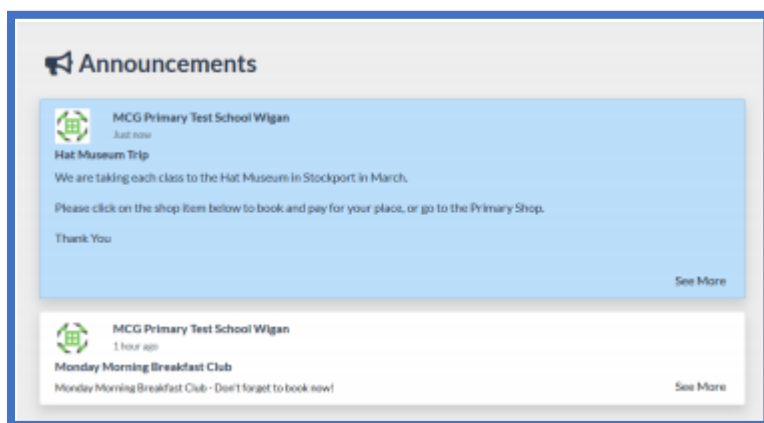
Please Note that Trips, Clubs and Lessons can be added to the basket and then paid for at the same time as meals. You do NOT need to process your basket separately.

Announcements

When you log into your online account you can see in your menu bar on the left hand side if there are any new announcements made by the school for you to see. If there are you will see a red circle with a number in the middle:



Clicking/ Pressing on Announcements will take you to the page:



Any Announcements that you haven't read yet will be in blue.

Clicking/ Pressing on See More will take you into the full message to read it.

Some Announcements may also have items that can be bought/ booked attached to them, i.e. trips, lessons, or clubs, like in the image below.

If the item is specific to a child (as some trips, club and lessons may be class specific, rather than open to the entire school) then you will see next to it which child is eligible to buy/book it:



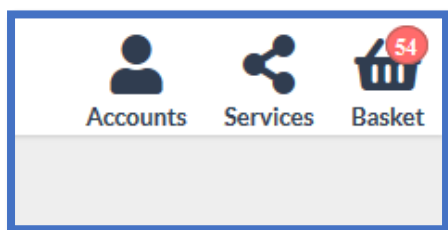
The screenshot shows a notification from 'MCG Primary Test School Wigan' posted 'Just now'. The title is 'Hat Museum Trip'. The text says: 'We are taking each class to the Hat Museum in Stockport in March. Please click on the shop item below to book and pay for your place, or go to the Primary Shop. Thank You'. Below this, it says 'You can click an item below to be taken to the shop'. There are two items listed, each with a colorful square icon and a grid of red dots. The first item is 'MCG Primary Test School Trip for Perrie' for 'Hat Museum - Stockport', with details: 'Location: Stockport', 'Year: 2019', and 'Payment Number: 1'. The second item is 'MCG Primary Test School Trip for Michael' for 'Hat Museum - Stockport', with the same details. A 'See Less' link is in the bottom right corner.

Choosing an item from the announcement will then take you straight to the shop where you can add the item to your basket.

Primary Shop

The Primary Shop will have items in it that are specific to your child/children. So, in order to be able to view items you need to **change the user through Accounts at the top to your child.**

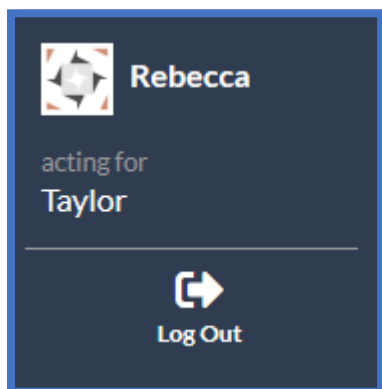
To be able to order and pay for items for your child you need to click on the Accounts icon (top right)



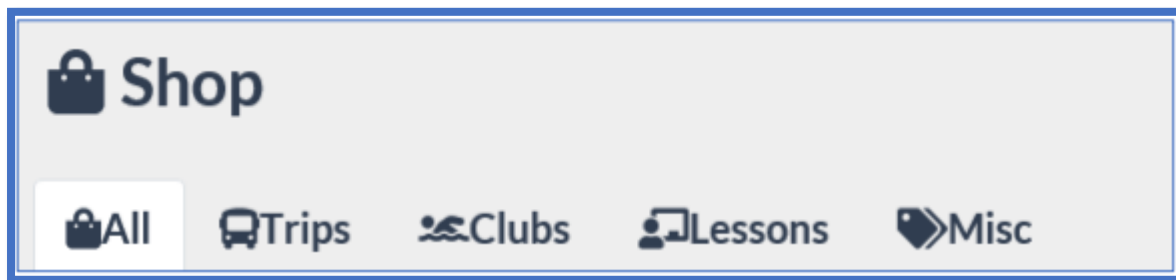
You will then see a list with your name (the account holder) and your child/children's names –



It will show you in the top left who you are acting for –



You need to change this for each individual that you are ordering for.



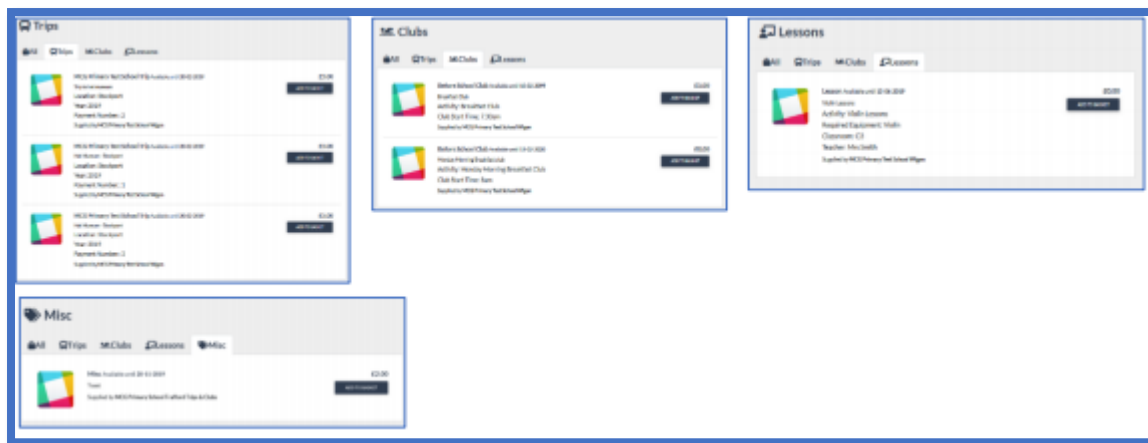
You need to then click on the tabs to see what is available for your child (all items APART from Misc are currently shown on the All tab)

Trips – is for any schools trips

Clubs – not currently in use

Lessons – here you will find all available uniform that can be purchased – PLEASE NOTE – you must email school on northwalkdenprimary.pupilcontact@salford.gov.uk to confirm you have paid so that we can send your order home.

Misc – here you will find the termly milk payments, and donations to school for non-uniform etc



Note:

Paid for Items

The same trip or lesson may show in the list multiple times but with a payment number next to it. This means that this item can be paid in instalments if you wish, or you can purchase all instalments at the same time.

Once you decide if you want the trip or lesson click on Add to Basket.

Guaranteeing Your Childs Place

Until you process your basket your place on the trip, club or lesson is NOT booked, so please do not forget to process your basket, even if the item is free!

Invalid Items

If an item is crossed out and marked as invalid in your basket then it is no longer available. This is either due to all the places being taken, or that the deadline has passed.

If you require any help with anything please don't hesitate to contact us on the email below –

help@mccgct.com