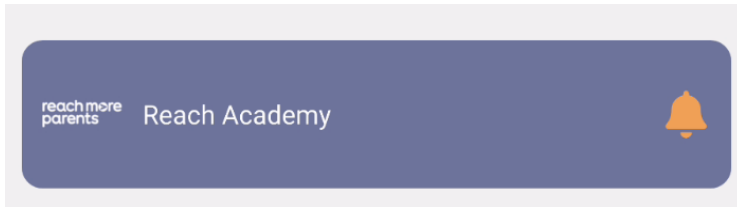
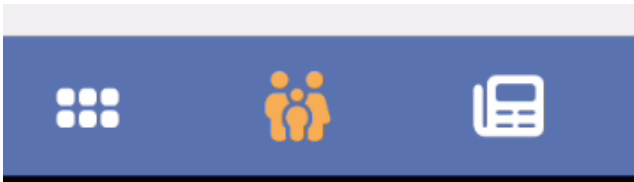


Cancel/Change my Child's Meal Order

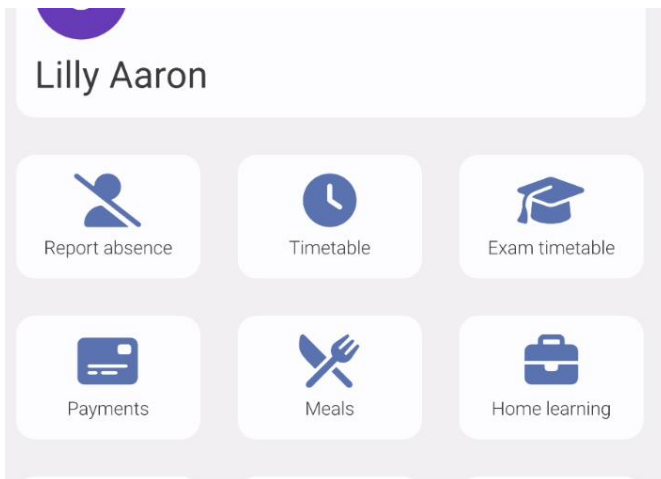
1. First open up your **Weduc ReachMoreParents app** and select the school you need to do this for.



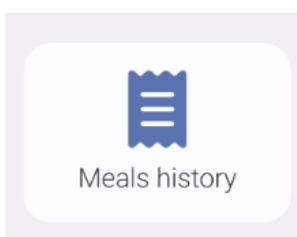
2. Next, select the **Parent Portal** (The icon looks like 2 parents and a child).



3. Select **Meals**



4. Now click on **Meals History**.

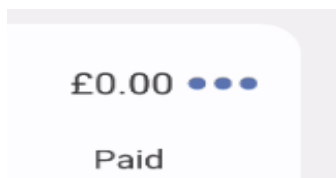


5. Locate the meal you **Booking** that you wish to cancel.

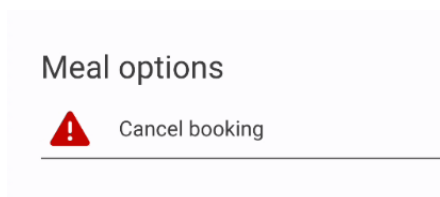
Note: This can only be done for future bookings, not ones that are now in the past.

| | |
|-------------------------------|-------------|
| 15/09/2023 | £0.00 ●●● |
| Booked | Paid |
| <hr/> | |
| Jacket Potato and Baked Beans | £2.40 |
| Lunch | (FSM) £2.40 |

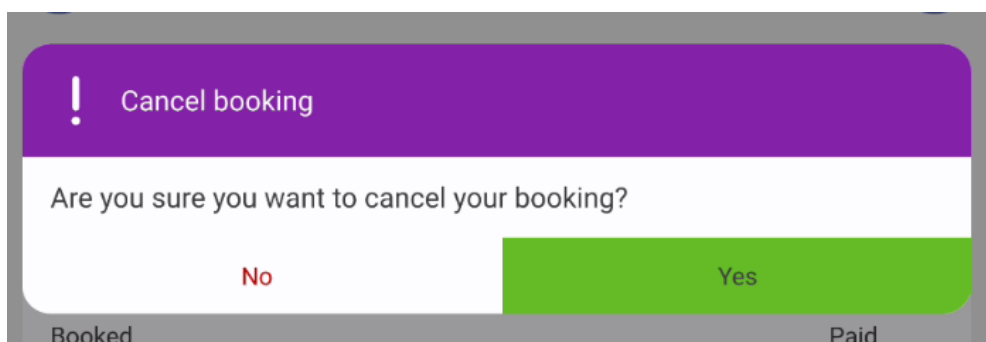
6. Select the **3 dots** on the booking tile.



7. Now select **Cancel Booking**.



8. Click **Yes**.



9. The meal will now be cancelled and shown as Refunded (if payment had been made). If a payment had been made, the funds will be added back as a credit balance on the system for you to reuse.

| | |
|-------------------------------|-------------|
| 15/09/2023 | £0.00 |
| Cancelled | Refunded |
| <hr/> | |
| Jacket Potato and Baked Beans | £2.40 |
| Lunch | (FSM) £2.40 |

10. Should you need to now book another option, please follow the normal procedure to book a meal.