Wigan Council Education Department
Marsh Green Primary School
Kitt Green Road, Marsh Green, Wigan WN5 0EF

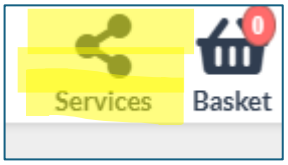
Head Teacher – Miss C Dickinson
Deputy Headteachers – Mrs. J. Whittle and Mrs. L. Heaton

Dear Parents/Carers,

Once you have set up your child on Evolve ALL families will be able to order meals for their children and if you pay, pay for meals. Orders will need to be made at least 2 days before the actual meal day.

Website – www.myevolvehub.com

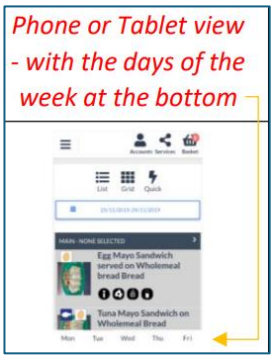
Ordering Meals



* To order a meal for your child click on '**Services**' in the top right of your screen.

* If you are not in your child's account it will ask '**Who's Eating?**' click on your child.

* The school menu will open.



* To select a meal, click on the picture. The meal choice will turn red. You can select as many meals in advance as you would like.

*Once all meals have been chosen, click '**Add to Basket**'

* When the meals have been added to the basket they will turn yellow to show they have been processed.

Processing (Free school meals or Paying for meals

* Check you order is correct and then click on the **Blue Process Basket** button at the top and bottom of your basket to make/pay for your order.

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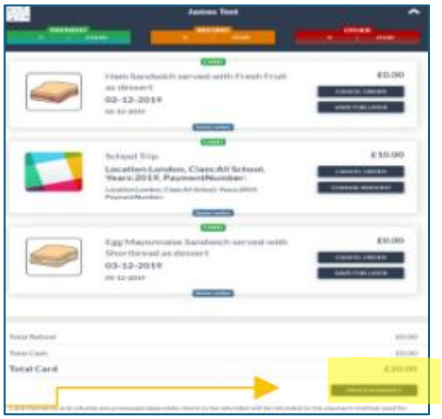
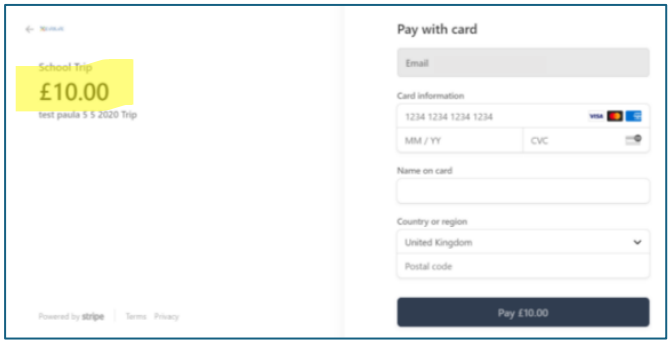


* If you do not pay for meals, you will see a message saying thank you for your order.

* If you do pay for school meals you will be taken to the payment page.



* The Left side will show what you are due to pay.

* The right side is where you enter your card details.

*Once payment is made you will receive email confirmation.

For help with any issues parents can email – help@evolve4 or speak to a member of the office team.

Thank you