



## ACCESS TO THE SCHOOL MEANWORK SERVICE School Year 2023/2024

The Municipality of Portomaggiore uses a computerized system to access the school meal service for pupils attending the Istituto Comprensivo di Portomaggiore "F. Bernagozzi", with automated attendance detection and advance payment of meals.

### COMPULSORY REGISTRATION FOR THE CANTEEN

**In order to be able to use the municipal school lunch service, newly registered students must register online on the website.: [portale.pastel.it](http://portale.pastel.it)**

Once registered, each parent will see their own personal profile activated from which they will receive all the information in real time and will then be able to download a specific App for easier management of absences in the canteen.

**Students already registered on the Pastel Portal from the previous school year will not have to renew their registration, as the profile will automatically be activated for the new school year. Families are invited to check and update the data in pastel.**



**Without registering with Pastel, for organizational reasons, it will not be possible to prepare and give the child's meal in time.**

**If you want to eat meals at home** on a continuous basis (canteen exemption), you must contact the school promptly for authorization and deactivate your Pastel profile.

**For support in registering and using Pastel**, a dedicated desk is available at the Service Point of the Portoinforma Service Center - Piazza Verdi, 22 - open every day from Monday to Friday from 9.00 to 13.00 and Thursday from 15.00 to 18.00.

**Municipality of Portomaggiore – Information pursuant to European Regulation no. 679/2016 and Legislative Decree 196/2003 integrated with Legislative Decree 101/2018.**

*The personal data provided by users will be collected at the Scholastic and Educational Services office of the Municipality of Portomaggiore, for the purposes of providing the service and will be processed using manual, IT and telematic tools and in any case suitable to guarantee security and confidentiality, even after the access to the service for purposes relating to the management of its provision, in compliance with the relevant legislation.*

*Please refer to the information on the initiation of proceedings prot.n. 8005 of 02/05/2023*



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