

## Dear Parent,

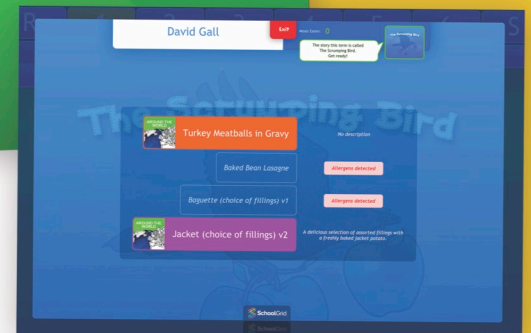
Working in partnership with your caterer HCL, our award winning ordering and payment system helps children get the meals that they want, and provides cashless payment options for parents. The new system also cuts down on paperwork and staff time. You'll be able to order meals from home, view menus and make payments.

## Pre-Ordering

Pre-ordering is done by the parent and child at home (see reverse) or on the classroom interactive whiteboard each day (in participating schools).

Vegetarian options are clearly displayed on a green button.

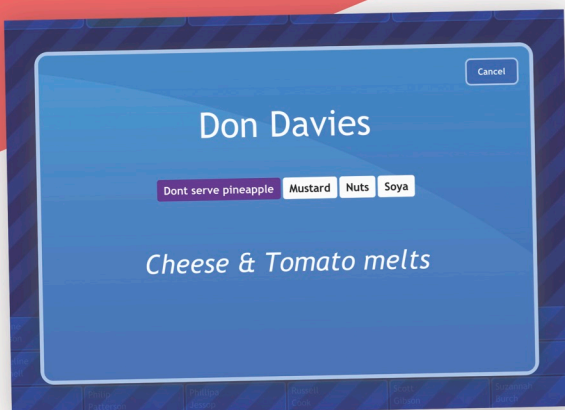
R	1	2	3	4	5	6	S
Alexia Patterson	Alex Lumsden	Andrew Baxendale	Archie Smith	Bethan Mayhew	Carl Stevens	Colin Brown	David Galt
David McTurk	Donna Anderson	Fiona Paterson	Geoffrey Scott	Georgina Jones	Gillian Harrell	Graham Kinghorn	Graham Longmuir
Henry Brown	James Hunt	Jimmy Johnson	John Brown	John Smith	Judy Peters	Judy Rodgers	Kim Lander
Willy Kent	Lucy Anne McCall	Lisa Huthby	Mark Bynock	Michael Davis	Nick Corbin	Olivia Green	Orson Vaughan
Robert McDonald	Samantha Berry	Samuel Longridge	Steve Lumsden	Steve Fenton	Simon Selzer	Stephen Wills	Tony Holmes



## Lunchtime

The children now select their name on a touch screen at the hot plate during lunch service. Their meal choice is displayed to the cook, as well as their dietary needs.

If a mismatch is detected the cook will advise of an alternative.



## Pay by Direct Debit (if available at your school)

Direct Debit **saves time** in the school office, the kitchen, and at home!

Sign up and we will send **regular statements** that inform you of the meal choices your child made each day. Forget having to find the correct change each day or pay large sums in advance!

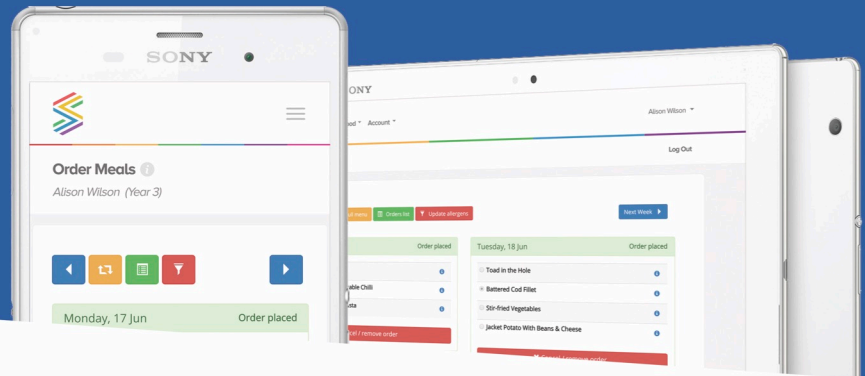
We collect on a monthly basis and we always give **two weeks notice** before amounts are collected. Card payments are also supported.

## Direct Debit Statement

Dear Parent,  
You will be debited **£33.60** on or around **15 Jan 2016** for the following:

Date	Description	Price
Tuesday, 01 December	Meal (Pasta Bolognaise)	£2.40
Wednesday, 02 December	Meal (Roast Chicken Breast & Gravy)	£2.40
Thursday, 03 December	Meal (Pizza Margherita)	£2.40
Friday, 04 December	Meal (Fish Fingers)	£2.40
Monday, 07 December	Meal (Sausage, Yorkshire Pudding & Gravy)	£2.40
Tuesday, 08 December	Meal (Pizza Margherita)	£2.40
Wednesday, 09 December	Meal (Roast Chicken Breast & Gravy)	£2.40
Thursday, 10 December	Meal (Chicken Curry & Rice)	£2.40
Friday, 11 December	Meal (Breaded Fish Fingers)	£2.40
Monday, 14 December	Meal (Pizza Margherita)	£2.40
Tuesday, 15 December	Meal (Christmas Dinner)	£2.40
Wednesday, 16 December	Meal (Minced Beef Pie)	£2.40
Thursday, 17 December	Meal (Sausage Roll)	£2.40
Friday, 18 December	Meal (Fish Fingers)	£2.40
Total: £33.60		

For full information on your account history including remaining cash balances at the school, please log into your Live Kitchen account.



### Get an account and log In

Give your email address to the school office to get a SchoolGrid account. You will receive an email from us containing instructions on how to log in and get started.

### Tell HCL if your child has allergies

If your child has an allergy, just let your caterer (HCL) know and once verified it will be displayed to your cook at lunchtime.

### Click 'Direct Debit' or 'Card Payment' to Pay

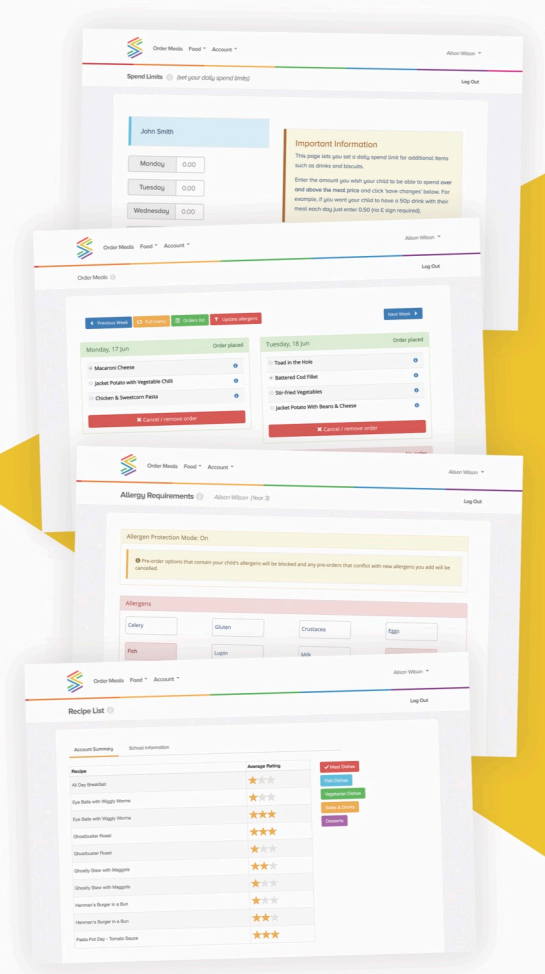
If you have any children not entitled to free meals, you can pay for their meals by Direct Debit or bank card (in participating schools). Direct debits are collected monthly in arrears and we notify of collections two weeks before. Sign up online - it is fast and easy. Alternatively you can make ad-hoc card payments for meals in advance.

### Set a Spend Limit (Senior and Middle Schools)

If your school allows pupils to buy additional items at lunchtime you can set a limit on how much they spend each day.

### Order Your Meals

It's really easy and you can order for a day or a whole term! The cut-off for ordering is usually 8.55am on the day in question.



Please tear off and return to the school office to get an account (if you don't already have one)

Parent Name

Email (write clearly!)

Pupil names & year groups