

Ordering School Dinners on School Money

As a school and in support of us being 'cashless', we are changing how school dinners are ordered.

Starting **Monday 4th November** you will be required to order all school dinners via School Money. This will be including Universal Free School Meals (Rec, Y1 and Y2), Free School Meals (if eligible) and paid for dinners. **EVERYONE MUST ORDER ONLINE.**

This system will enable you to choose the meals for your child for the week, and to then pay by card if payment is required.

The menu will remain the same as the paper Chartwells ones sent home with a Main or Vegetarian option every day, so please keep these to refer to, but they will be briefly written on the School Money system. For example:

'Cheese & Tomato Pizza with Potato Wedges, Sweetcorn & Broccoli on the side and Mango Frozen Yoghurt for dessert' would be written as **'Cheese & Tomato Pizza'**.

There will also still be the option for Hoagies each day (Ham, Cheese or Tuna Mayo) or a Jacket Potato (fillings chosen by the child on the day)

How to Book

Go to School Money website, log into your account as normal, you will then be able to make bookings for your child.

Regardless of the various options, the first thing that you need to do is go to Dinners in the options menu. This will take you to a screen which will show each of the dinner weeks that are available to pre-book under your child's name.

The screenshot shows the 'schoolmoney' website interface. On the left is a green navigation menu with options: Payments, Dinners, Clubs, School Shop, Parental Consent, History, and an Important Notice regarding Online Payment Security. The main content area shows a list of dinner weeks for two children: Jake (total £60.30) and Lauren (total £2.40). Each child's list includes five 'School Lunches W/C' entries for the weeks of 09 Sep 2019, 16 Sep 2019, 23 Sep 2019, and 30 Sep 2019. On the right side, there is a large shopping cart icon and a summary section showing 'Dinner Credit: £0.00', 'Club Credit: £0.00', and 'Total To Pay: £0.00' with a 'Make Payment' button.

Chartwells will be continuing their offer of 5 meals for the price of 4, if you have selected meals for every day of the week then please select the 5/4 option on the Friday which is free of charge. If this is selected incorrectly without ordering for every day of the week it will be amended in the office and set for payment upon next log in.

If there is a 'Special Menu' Day, for example 5th November Bonfire Night, this will automatically show in the options for that day.

If your school asks you to book specific meal options for your child:

- Select the + sign next to the week you would like to pre-book

School Lunches W/C: Mon 05 Mar 2018	
Monday	No Dinner Chosen
Tuesday	No Dinner Chosen £2.20 - Chicken Korma & Rice £2.20 - Vegetable & Chickpea Korma with Rice £2.20 - Jacket Potato with Baked Beans
Wednesday	
Thursday	£0.00 - Packed Lunch
Friday	No Dinner Chosen

Total £0.00 [Update Booking](#)

- Select the drop down box next to the day you want to book for and choose one of the options available
- Once all meals have been chosen, click the 'Update Booking' button in the bottom right hand corner
- You can repeat for any other weeks you want to book.

If your child received Universal Free School Meals (Rec, Y1 and Y2), you still need to go onto the system before the start of each week to order their meals.

You would then make your choices, select '**Update Booking**' and this will save your choices, without generating any bill to pay.

For paid dinners, once you have completed your bookings and '**Update Booking**', you can go to the make payment screen.

Payments
Dinners
Clubs
School Shop
Parental Consent
History
Important Notice regarding Online Payment Security

Richard
Balance last updated: 18-Oct-19 09:49 -£5.90

School Lunches W/C: Mon 21 Oct 2019 +

School Lunches W/C: Mon 28 Oct 2019 +

School Lunches W/C: Mon 04 Nov 2019 -

Monday	£0.00 - Chicken Dippers w/...
Tuesday	£0.00 - Roast Turkey & Veg
Wednesday	£0.00 - Roast Turkey & Veg
Thursday	£0.00 - Roast Turkey & Veg
Friday	No Dinner Chosen £0.00 - Chicken Tikka & Rice £0.00 - Chicken Dippers with Potato Wedges £0.00 - Roast Turkey & Veg £0.00 - Packed Lunch

Total £0.00 [Update Booking](#)

Dinner Credit: £0.00
Total To Pay: £0.00
Club Credit: £0.00 [Make Payment](#)

We will still be requiring orders to be made at the start of each week for the whole week, however these must ALL be keyed on the system **before midnight on the Sunday** before the start of that week. Orders will not be able to be taken by classroom teachers. Please speak to the office if you have any issues logging in.