

St. John the Baptist C.E. Primary School

*Our on-line
hot food
ordering system*



A guide to ordering hot meals from
our very own school kitchen!

For parents of our new Reception children



We provide freshly prepared hot meals made from locally sourced ingredients to your children. The research we carried out before we opened our kitchen in 2015 highlighted how children enjoy wholesome ‘home made’ classic dishes and that is exactly what we aim to serve. All our menus comply with school food standards.

At St Johns it is school policy that all children in Reception, Years 1 and 2 have a school lunch; packed lunches are not allowed.

We have 3 weekly menus which rotate throughout the term. Our Chef is able to offer 4 choices for main course - 2 meat dishes; 1 vegetarian and 1 alternative. In addition to their main course children will be free to select items from our salad bar and delicious fresh bread will be available should they still be hungry. For dessert there will always be the choice of a hot pudding but should your child not wish to choose that then everyday there will be fruit yoghurts and fresh fruit in the dining hall for them to choose from.

Food is freshly prepared every day by our Chef Martin Reid and our Kitchen Assistant Maria Abreu. Martin and Maria are well known to the children and are happy to talk to them about how their lunches have been prepared and cooked and increase children’s understanding of the farm to fork process.

How do I order hot meals for my child?

We hope your children will love the hot food from St John's school kitchen. The following guidance explains how to order hot food for your child on our hot food ordering website.

Reception, Year 1 and Year 2 children

Children in these year groups do not have to pay for meals as the Government fund a hot meal for every child each day. You need to register for a log in using the steps outlined in this booklet. When you order a meal you must "checkout" - when you do this you will confirm your order but no payment will be required.

Years 3, 4, 5 and 6

If your child doesn't receive Free School Meals then children in these year groups pay for school meals. You order meals in the same way as you always have but payment will be required when you checkout. Further details will be provided when your child is in these year groups.

Our food ordering website address is

hotmeals.st-john.lincs.sch.uk

First step is to register you as a parent....In order to do this you will need internet access and access to your e-mails

- Select Parent Login
- Select 'Not signed up yet? Create a new user here'
- Enter your details and press login
- You will then be sent a User Name and password to your e-mail address
- Use this username and password to login



Parent Login

First Name

Last Name

Email

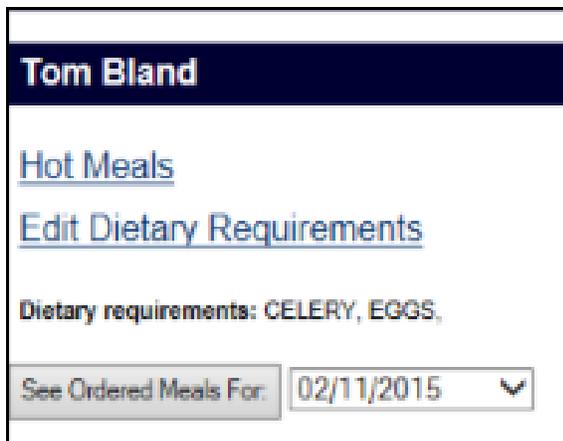
Repeat email

Telephone

Next step is to ‘Add a child’ to link your child to your account....

Select the ‘Add a child’ tab at the top right of the page

Complete your child’s details as requested. This is where you must highlight any ALLERGIES your child has. You must select the allergen from the list by scrolling down and highlighting the relevant allergen. If your child has more than one allergy please hold the Ctrl button down on your computer as you select the relevant allergies. The allergies turn blue as you select them.



Select Login. Check that your child’s details are all correct and any allergens are listed. If not correct please contact school.

Should you have any problems or if you don’t have internet access then please just call the school office on 01775 722644 or e-mail our hot food e-mail address...

hotmeals@st-john.lincs.sch.uk

You must order meals by the Thursday night which is 10 days prior to the Monday of the week you are ordering for.

NB : You do not have to order one week at a time. You can select meals for as many weeks as are available.

Ordering Hot Meals

Select ‘Hot Meals’ from the information box. This will lead you to the menus and you can start your order!

You will be taken through to a page showing the terms weeks of menus. Make your selections by clicking in the small round circle next to the dishes you wish to order. Choose one main option and one of the pudding options (the circle next to the pudding options will appear when you select your main option). Remember children also have the salad bar and bread to help themselves to!

Allergens warning

If you choose a dish which contains the allergen you have said your child is allergic to, you will see a warning box. You can either decide you will choose something else; or you can override the warning by selecting ‘**OK**’ to the question in the warning box ‘Do you still wish to order this meal’ and that will select that meal for your child.

If you have any questions about the allergens please feel free to call or e-mail school and our Chef will be more than happy to answer the question for you.

Saving your selection and payment

Once you have selected your meals press ‘**Save Selection**’. The deadline for ordering is Midnight on the THURSDAY - **10 days before** the beginning of the week you are ordering for.

Hot Meals Checkout - You will see your meal selections. Select the ‘**Checkout**’ button twice until Checkout no longer shows - **NO PAYMENT WILL BE REQUIRED** for children in Reception, Year 1 or Year 2, or if your child is in KS2 and entitled to free school meals.

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