

St. John the Baptist C.E. Primary School

*Our new on-line
hot food
ordering system*



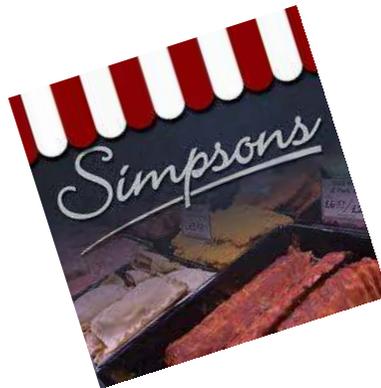
A guide to ordering hot meals from
our very own school kitchen!

We are extremely pleased to be opening our new school kitchen on 2nd November



Soon the smell of delicious hot food will be filling the corridors of St John's and your children will be able to benefit from having healthy hot meals cooked here in school.

Our chef, Martin Reid, has been busy putting together menus made using ingredients from local suppliers so that the meals we serve at St John's will be of the highest quality.



What will the new school kitchen be serving?

We will be providing freshly prepared hot meals made from locally sourced ingredients to your children. The research we carried out at the beginning of this project 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.

Having our own kitchen means that we can cook some things that previously weren't offered as they wouldn't have travelled well, this opens up new opportunities for us!

We have 3 weekly menus which will 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 will be freshly prepared every day by our Chef Martin Reid and our Kitchen Assistant Maria Abreu. Martin and Maria will become well known to the children and will be 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 new hot food ordering website.

Children in Key Stage 2 who are entitled to free school meals

If your child is entitled to Free School Meals you will be provided with your Username and Login by the school office. Use this to log on to our new hot meals website and order your meals—just as you do now. When you order a meal you must “checkout” - when you do this you will confirm your order but no payment will be required.

Reception, Year 1 and Year 2 children

Children in these year groups do not have to pay for meals. 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.

Everyone else

If your child doesn't receive FSM or is not in Reception, Year 1 or Year 2 then please follow the step by step guide to registering and paying for meals.

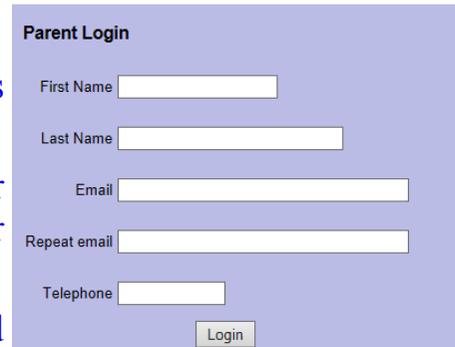
Logging on

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



The screenshot shows a registration form titled "Parent Login" on a light blue background. It contains five input fields: "First Name", "Last Name", "Email", "Repeat email", and "Telephone". A "Login" button is located at the bottom right of the form.

Next step is to 'Add a child' to link your child to your account....



The screenshot shows a registration form titled "Add Child" on a light blue background. It contains five input fields: "First Name", "Last Name", "Date of Birth" (with a format hint "dd/mm/yyyy"), "Class" (with a dropdown menu showing "Select Class"), and "Dietary Info" (with a dropdown menu showing "None", "CELERY", and "CEREAL CONTAINING GLUTEN"). A "Login" button is located at the bottom left of the form.

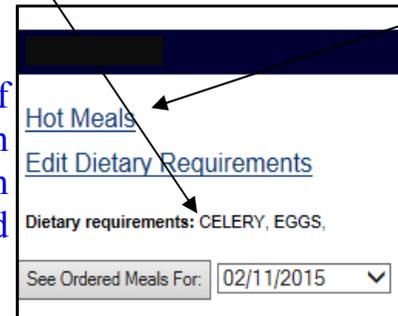
- Select the 'Add a child' tab at the top right of the page
- Complete your child's details as requested. This is where you must highlight any ALLERGIES your child has. You must select the allergen from the list by scrolling down and highlighting the relevant allergen. If your child has more than one 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.

- Repeat for each of your children

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



Hot Meals

Edit Dietary Requirements

Dietary requirements: CELERY, EGGS,

See Ordered Meals For: 02/11/2015

**Our website will be live
from
Monday 12th October
You now must order meals for
the first week back after half
term by midnight on
Thursday 15th October**

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 three weeks of menus. Make your selections by clicking in the small round circle next to the dishes you wish to order. Meals are £2.40 per day. Choose one main option and one of the pudding options. 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**' - you are able to book as few or as many meals as you wish. The deadline for ordering is Midnight on the **THURSDAY - 10 days before** the beginning of the week you are ordering for. Up until this day you are able to go into the site and order more meals should you wish to. You are also able to go into the site and see which days you have booked meals for .

Hot Meals Checkout - You will see your meal selections. You can either pay for all of your meals immediately OR untick the 'All/None' box and you can then choose to just pay for certain meals at that time - this would mean you could make your selections for the three weeks but go in and pay for each week one week at a time - just ensure you pay by the deadline!

Once you have chosen what you wish to pay for select the '**Checkout**' button this will take you to the Worldpay payment system. Complete your details on the **Billing and Delivery sections**. If you would like to save your details so you don't have to complete them every time just select the '**Save Auto Complete Fields for Billing Details**' button. Then press '**Proceed**' to complete your payment on the  Worldpay site. If you entered an e-mail address you will receive a confirmation e-mail

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 meals e-mail address hotmeals@st-john.lincs.sch.uk

Remember the deadline for ordering meals for our first week back is Thursday 15th October

A note from our chef....

Hello Everyone

My name is Martin Reid and I can't wait to start cooking for the children of St Johns. It has been a long wait over the summer but, we're now ready to serve our homemade meals which I am sure your children will enjoy. The menu's will shortly be on line for you to make your choices for the next term. Please feel free to forward your comments and suggestions and I hope to see and meet you soon.

