



152 Fen Street, Brooklands, Milton Keynes MK10 7EU  
Telephone 01908 760081  
Email [office@brooklandsfarm.milton-keynes.sch.uk](mailto:office@brooklandsfarm.milton-keynes.sch.uk)

3<sup>rd</sup> July 2015

### Online Meal Ordering

Dear Parents/Carers,

As a school we are always looking for opportunities to improve the ways in which we work to offer you flexibility and convenience and improved services. We have therefore partnered with Chartwells, our catering supplier to offer you online ordering and payment for school lunches.

You will need to register on the site **once** only for the whole family. You will then be able to add the details about your child/children and choose their meals. You can choose to order weekly, monthly or half termly and will be able to make the choices as you do now.

Orders can be placed using a computer, laptop, tablet or smart phone. Alternatively, if you have no access to the internet, you may order by telephone. There will no longer be a paper ordering option.

If your child is eligible for free school meals under the universal free school meals programme, the system will identify their eligibility from their date of birth and you will not be charged. If you are eligible for free school meals for older children you will need to tick the free school meal option when registering, this will then be verified. Paid for meals can be ordered and paid for online using a secure site in which no one will have access to your card details.

Although you won't be able to add your child's class details until 1<sup>st</sup> August, please ensure you register your details by 10<sup>th</sup> July in order to help us work out any teething problems with the system before the end of term. Orders for the first week of term must be entered by Sunday 31<sup>st</sup> August to ensure your child has meals provided the first week back at school week commencing 7<sup>th</sup> September. Please tick the box to receive updates in order to receive reminder emails from Chartwells.

If you have any questions, please contact the school office.

Kind regards,

Nicola Hulland