

5th March 2021

Dear Parents & Carers

CH&Co have launched a new school meal ordering and payment system which will replace the current system from Monday 8th March 2021! This system will be accessible by you and give you the ability to order all your child's lunches in advance. Once registered you will be able to....

- View your school meal menu
- Top up your balance to pay for child's meals if they are not entitled to a free meal
- Book your child's meal (cut off is 8am on the day the meal is required) for any future dates – you can book as far ahead as July.
- See allergen/dietary information across the menu
- View, cancel and edit all future orders (cut off for any changes is 8am on the day the change is required). If your child is absent from school you will need to cancel any booked meal.

If you are entitled to Free School Meals or Universal Free School Meals you **MUST** still use the system to order for your child at no cost.

In order to help with staffing and order planning, we would be grateful if you could book any meals required up to at least 1st April (or further ahead if you require).

If you do not order your children's school meal using this ordering system before the 8am daily cut-off then there is no guarantee that a meal can be provided for them.

Children will continue to make their menu choices in class each morning. The kitchen staff will ensure that any dietary requirements are catered for – on rare occasions this may mean a change to the meal a child has requested. If your child has allergies, please discuss suitable menu choices with them – the menu shows all the main allergens.

To access this system all you need to do is follow these simple steps...

- 1) Access the following link: <http://chandcoparents.myschoolmealorders.com/>
- 2) Select the register option and register a new account
- 3) Once registered you should receive a verification email to active your account from 'Bluerunner Solutions' this may arrive in your junk/spam inbox
- 4) You will then be able to log in using the password and username you registered with
- 5) Select 'add child' to link your child to your account
- 6) Start ordering for your child!

The system is being provided to you by CH&Co at no additional cost to ensure all children have meals ordered and all allergens are safeguarded against.

If you have any questions or any difficulties accessing the system, please contact schoolmealordering@chandcogroup.com

Kindest Regards

CH & Co