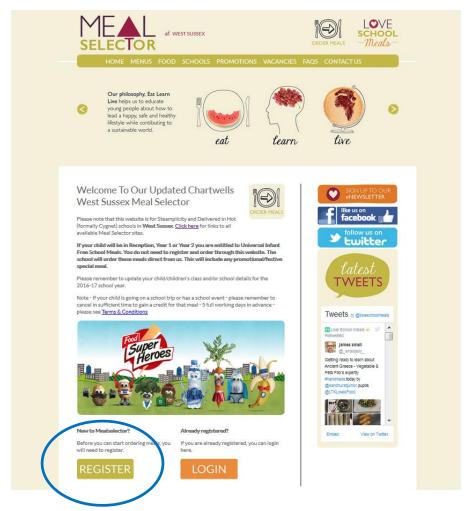
How To Register & Order Meals on Meal Selector



To order meals for your child/children you must register on our website: westsussex.mealselector.co.uk
You only have to register once; thereafter please use your log in details that are set up during the registration process. You can place your order online at any time up until cut off time of midnight on Sunday – 7 days before the full week in which the meal is to be served.

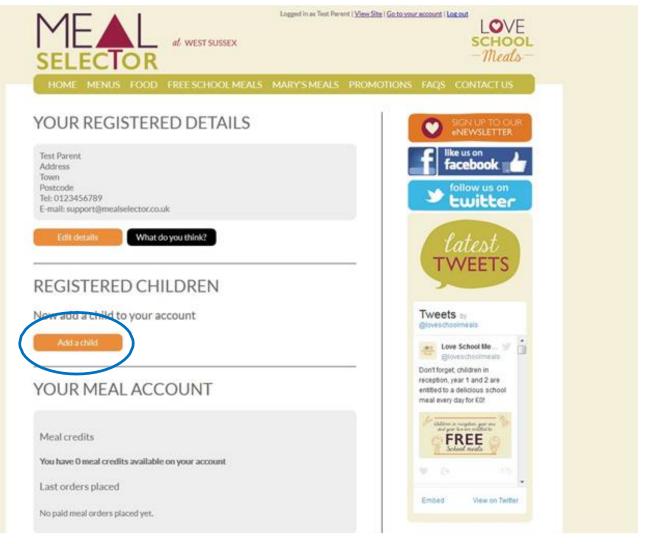
Web Site Example – Click on "Register" to start the process



Example of Registration Screen Complete the required information to register

REGISTER	SIGN UP TO OUR eNEWSLETTER
Please fill out the simple form below to register.	facebook
Your Details	follow us on
Title	twitter
Please select	
First name	(latest
	TWEETS
Surname	
Your contact information	Tweets by @loveschoolmeals
Tour contact information	Cove School Meals ★
House number / name	Retweeted
	@_smallJelly_
Postcode	Getting ready to learn about Ancient Greece - Vegetable &
Get address	Feta Filio's expertily #handmade today by
Address 1	@sandhurstjunior pupils @LTKLovesFood
Address 2	
Address 3	Embed View on Twitter
Tel	
Test .	
Login and e-mail information	
E-mail address	
Confirm e-mail address	
Enter a password	
Too short Minimum number of characters is 8	
Confirm your password	
How did you hear about us?	
Please select an option	
Receive information / communications regarding School Meals.	
Register	1

Once you have registered yourself you need to register your child/children. To add a child please click the "Add a child" button. Please see examples Below:



Please complete your child's details and select School attended. To select the school attended begin to type the name of the school and then click on the relevant school when it appears in the list. Then type the class into "Class name" and select the appropriate 'School year'. This information supports the reports that are sent to your child's school and will help to ensure that they receive the meals that you have selected for them.



Example of Registered Child Screen

To order meals for your child/children; click on the "Select Meals" button.

To edit child/children details, click on the "Edit Details" button.



Example Meal Selection Screen

You can download our termly menu by clicking on the menu tab and choosing the menu that is shown for your child's school. You can choose either a Main Course, Vegetarian or Alternative Option each day. Don't worry if you make a mistake, all you need to do is click on the date again and the choice will be removed. As before, you don't have to order meals for the whole week – you can choose individual meals. The following page will explain the different methods of ordering meals.

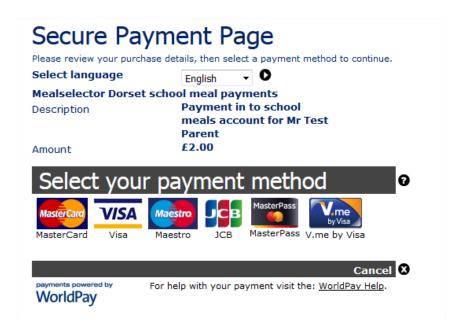


The calendar will display an icon with what has been ordered on a particular day. It will also display a padlock if you can no longer adjust your choice or another icon to signify a different event such as a School holiday.

Click on the "pay now" button if you need to pay for meals.



The calendar will display an icon with what has been ordered on a particular day. It will also display a padlock if you can no longer adjust your choice or another icon to signify a different event such as a School holiday. Click on the "pay now" button if you need to pay for meals.



Choose your payment method and enter you card details to complete the payment for the meals that you have selected. As a security feature, we do not store your credit card details on the system, so you will need to reenter them the next time that you order meals.

Meal Selector FAQ's i

What is the deadline for ordering meals and why is it so long?

The deadline for ordering meals is midnight on Sunday, one full week (7 days) prior to the complete week before the meal is served. This deadline is dictated to Chartwells by both their suppliers and by the necessary chain of supply that is needed to ensure delivery to all West Sussex Primary Schools.

How do I order my choice of meals?

The choice of meal is made at point of service. Your child can choose either a **Standard Meal**, **Vegetarian Meal** or **Alternative Choice** on the day.

Do Chartwells supply a packed lunch when my child is on a school trip?

Packed lunches are not supplied for school trips. If a meal has been ordered for that day, it is the parent/guardian's responsibility to cancel the meal within the cancellation time frame (ie 5 working days before the meal would be served)

Do Chartwells cater for children with special dietary requirements?

Special diets will be catered for, provided requests for these are supported by a medical report such as a letter from your GP or hospital dietician. Requests for special diets should be made direct to Chartwells with a supporting letter. A special menu will then be agreed upon between the parent and the Area Manager for the child's school. Religious diets will be catered for by the vegetarian meal.

Meal Selector Contact Us

General Ordering Queries

All meal cancellation e-mails must be sent to 73041@compass-group.co.uk

All special diet enquiries to westsussexspecialdiets@compass-group.co.uk

Chartwells Unit 2 Lincoln House, City Fields Way, Tangmere, Chichester, West Sussex PO20 2FS

Phone: 01243 836130 or 0845 603 7998

Fax: 01243 774242

Sickness reporting line (message service only) - 01243 773239

E-mail: 73041@compass-group.co.uk

Office Hours: 8:30am - 4:00pm, Monday to Friday, Answerphone available, any messages left after office hours will be answered on the next working day.

Technical Support

Email - support@mealselector.co.uk

Tel: 0115 924 5517

(Office hours Office hours: 9am - 5pm, Monday to Friday only)