

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

The screenshot shows the homepage of the West Sussex Meal Selector website. At the top, there is a logo for 'MEAL SELECTOR at WEST SUSSEX' and 'LOVE SCHOOL Meals'. Below the logo is a navigation menu with links for HOME, MENUS, FOOD, SCHOOLS, PROMOTIONS, VACANCIES, FAQs, and CONTACT US. A central section titled 'Our philosophy, Eat Learn Live' features three icons: a plate of watermelon labeled 'eat', a head with a brain labeled 'learn', and a globe labeled 'live'. Below this is a welcome message: 'Welcome To Our Updated Chartwells West Sussex Meal Selector'. The message includes information about the website's purpose and a link to 'Click here' for links to all available Meal Selector sites. It also mentions that children in Reception, Year 1 or Year 2 are entitled to Universal Infant Free School Meals. A 'REGISTER' button is circled in blue, and a 'LOGIN' button is also visible. On the right side, there are social media links for Facebook and Twitter, and a 'latest TWEETS' section showing a tweet from @loveschoolmeals.

Example of Registration Screen

Complete the required information to register

REGISTER

Please fill out the simple form below to register.

Your Details

Title

First name

Surname

Your contact information

House number / name

Postcode
 [Get address](#)

Address 1

Address 2

Address 3

Tel

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?

Receive information / communications regarding School Meals.

[SIGN UP TO OUR eNEWSLETTER](#)

[like us on facebook](#)

[follow us on twitter](#)

latest TWEETS

Tweets by @lovechootmeals

Retweeted

Love School Meals

James email @_jamesjill_

Getting ready to learn about Ancient Greece - Vegetarian & Feta Filo's expert!
#handmade today by @sandhurstjuniorpuplle @LTKLovesFood

[Embed](#) [View on Twitter](#)

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:

The screenshot displays the MEAL Selector website interface. At the top, the logo reads "MEAL SELECTOR at WEST SUSSEX" and "LOVE SCHOOL Meals". A navigation bar includes links for HOME, MENUS, FOOD, FREE SCHOOL MEALS, MARY'S MEALS, PROMOTIONS, FAQs, and CONTACT US. The user is logged in as "Test Parent".

The main content area is divided into three sections:

- YOUR REGISTERED DETAILS:** Shows contact information for the test parent, including address, town, postcode, telephone number (0123456789), and email (support@mealselector.co.uk). There are buttons for "Edit details" and "What do you think?".
- REGISTERED CHILDREN:** Features the text "Now add a child to your account" and a prominent orange button labeled "Add a child", which is circled in blue.
- YOUR MEAL ACCOUNT:** Displays "Meal credits" with a balance of 0, "Last orders placed", and a note that no paid meal orders have been placed yet.

On the right-hand side, there are social media and newsletter prompts: "SIGN UP TO OUR eNEWSLETTER", "like us on facebook", and "follow us on twitter". Below these is a "latest TWEETS" section featuring a tweet from @loveschoolmeals about free school meals for reception, year 1, and 2 children.

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.

The screenshot shows the 'MEAL SELECTOR' website interface. At the top, there is a navigation bar with links for HOME, MENUS, FOOD, FREE SCHOOL MEALS, MARY'S MEALS, PROMOTIONS, FAQs, and CONTACT US. The main content area is divided into two columns. The left column contains a registration form with the following sections: 'Childs information' (First name, Surname, Date of birth, Gender) and 'School details' (School attended, Class name, School year). The right column features social media links for signing up to an eNEWSLETTER, liking on Facebook, and following on Twitter, along with a 'latest TWEETS' section. At the bottom of the form is a 'Register child' button. The footer includes a Privacy Policy link, copyright information for Chartwells 2016, and the Chartwells logo.

Logged in as Test Parent | [View Site](#) | [Go to your account](#) | [Log out](#)

MEAL SELECTOR at WEST SUSSEX

LOVE SCHOOL -Meals-

HOME | MENUS | FOOD | FREE SCHOOL MEALS | MARY'S MEALS | PROMOTIONS | FAQs | CONTACT US

Childs information

First name

Surname

Date of birth (DD/MM/YYYY)

Gender
 Male Female

School details

School attended

Class name

School year
 Nursery Reception 1 2 3 4 5 6 7 8

SIGN UP TO OUR eNEWSLETTER

like us on facebook

follow us on twitter

latest TWEETS

[Tweets by @loveschoolmeals](#)

[Privacy Policy](#) [Terms and Conditions](#)

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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.

The screenshot displays the MEAL SELECTOR website interface. At the top, the logo 'MEAL SELECTOR' is prominent, with 'at WEST SUSSEX' below it. A navigation bar includes links for HOME, MENUS, FOOD, FREE SCHOOL MEALS, MARY'S MEALS, PROMOTIONS, FAQs, and CONTACT US. The user is logged in as 'Test Parent'.

The main content area is divided into sections:

- YOUR REGISTERED DETAILS:** A grey box contains contact information: Test Parent, Address, Town, Postcode, Tel: 0123456789, and E-mail: support@mealselector.co.uk. Below this are two buttons: 'Edit details' (orange) and 'What do you think?' (black).
- REGISTERED CHILDREN:** A box features a cartoon child icon labeled 'Test Child'. Below the icon are three buttons: 'Select meals' (black, circled in blue), 'Edit details' (grey), and 'Remove Child' (yellow). An 'Add a child' button (orange) is located below the box.
- YOUR MEAL ACCOUNT:** This section is partially visible at the bottom.

On the right sidebar, there are social media and promotional elements:

- A 'SIGN UP TO OUR eNEWSLETTER' button (orange).
- 'like us on facebook' and 'follow us on twitter' buttons (blue).
- A 'latest TWEETS' section featuring a tweet from @loveschoolmeals: 'Don't forget, children in reception, year 1 and 2 are entitled to a delicious school meal every day for £0!' with a 'FREE School meals' graphic.

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.

MEAL SELECTOR at WEST SUSSEX

Logged in as Test Parent | [View Site](#) | [Go to your account](#) | [Log out](#)

LOVE SCHOOL Meals

HOME **MENU** FOOD FREE SCHOOL MEALS MARY'S MEALS PROMOTIONS FAQs CONTACT US

June 2016

Select meals for entire month

Mo	Tu	We	Th	Fr	Sa	Su
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

<< Back a month

Forward a month >>

Calendar key

SIGN UP TO OUR eNEWSLETTER

like us on facebook

follow us on twitter

Latest TWEETS

Tweets by @loveschoolmeals

Love School Me... @loveschoolmeals

Don't forget, children in reception, year 1 and 2 are entitled to a delicious school meal every day for £0!

Children in reception, year one and year two are entitled to FREE School 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 screenshot displays the 'MEAL SELECTOR at WEST SUSSEX' website. At the top right, it shows 'Logged in as Test Parent | View Site | Go to your account | Logout' and the 'LOVE SCHOOL -Meals-' logo. A navigation bar includes links for HOME, MENUS, FOOD, FREE SCHOOL MEALS, MARY'S MEALS, PROMOTIONS, FAQs, and CONTACT US.

The main heading is 'CONFIRM YOUR MEAL ORDER'. Below it, the text reads 'Summary of meals ordered for Test Child' and '1 meal at a cost of £2.00 (More details)'. It also states 'Total meals ordered: 1' and 'Total order cost: £2.00', with a link to 'Order more meals'.

There is a section for 'Promotional code' with a text input field and a 'Pay now' button. Below this, logos for Mastercard, JCB, Maestro, VISA, and V.me by Visa are shown, along with the text 'payments powered by WorldPay'.

On the right side, there are social media links: 'SIGN UP TO OUR eNEWSLETTER', 'like us on facebook', and 'follow us on twitter'. Below these is a 'latest TWEETS' section featuring a tweet from @loveschoolmeals that says: 'Don't forget, children in reception, year 1 and 2 are entitled to a delicious school meal every day for £0!'.

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.

Secure Payment Page

Please review your purchase details, then select a payment method to continue.


Select language English

Mealselector Dorset school meal payments

Description **Payment in to school meals account for Mr Test Parent**

Amount **£2.00**

Select your payment method



MasterCard Visa Maestro JCB MasterPass V.me by Visa

Cancel

payments powered by **WorldPay**

For help with your payment visit the: [WorldPay Help](#).

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 re-enter them the next time that you order meals.

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.

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)