

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

MEAL SELECTOR at WEST SUSSEX

ORDER MEALS LOVE SCHOOL Meats

HOME MENUS FOOD SCHOOLS PROMOTIONS VACANCIES FAQs CONTACT US

Our philosophy, Eat Learn Live helps us to educate young people about how to lead a happy, safe and healthy lifestyle while contributing to a sustainable world.

eat learn live

Welcome To Our Updated Chartwells West Sussex Meal Selector

Please note that this website is for Steamplicity and Delivered in Hot (formally Cygnet) schools in West Sussex. [Click here](#) for links to all available Meal Selector sites.

If your child will be in Reception, Year 1 or Year 2 you are entitled to Universal Infant Free School Meals. You do not need to register and order through this website. The school will order these meals direct from us. This will include any promotional/festive special meal.

Please remember to update your child/children's class and/or school details for the 2016-17 school year.

Note - If your child is going on a school trip or has a school event - please remember to cancel in sufficient time to gain a credit for that meal - 5 full working days in advance - please see [Terms & Conditions](#)

Food Super Heroes

New to Mealselector?
 Before you can start ordering meals, you will need to register.

REGISTER

Already registered?
 If you are already registered, you can login here.

LOGIN

SIGN UP TO OUR eNEWSLETTER

like us on facebook

follow us on twitter

latest TWEETS

Tweets by @loveschoolmeals

Retweeted

James small @_smalljelly_

Getting ready to learn about Ancient Greece - Vegetable & Fish Frits's recipe #handmade today by @easthursenjuni pupils @CTKLovesFood

Embed View on Twitter

Example of Registration Screen

Complete the required information to register

REGISTER

Please fill out the simple form below to register.

Your Details

Title
Please select

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?
Please select an option

Receive information / communications regarding School Meals.

[SIGN UP TO OUR eNEWSLETTER](#)

[like us on facebook](#)

[follow us on twitter](#)

latest TWEETS

Tweets by @loveschoolmeals

[Love School Meals](#) Retweeted

[James email](#) @_jamesjill_

Getting ready to learn about Ancient Greece - Vegetables & Feta Filo's expert!
#handmade today by @sandhurstjuniorpupils @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 fields for Test Parent, Address, Town, Postcode, Tel: 0123456789, and E-mail: support@mealselector.co.uk. Below these 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 the message "You have 0 meal credits available on your account", "Last orders placed", and "No paid meal orders placed yet."

On the right sidebar, there are social media prompts: "SIGN UP TO OUR @NEWSLETTER", "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, accompanied by a promotional graphic.

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: HOME, MENUS, FOOD, FREE SCHOOL MEALS, MARY'S MEALS, PROMOTIONS, FAQs, 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 (DD/MM/YYYY):
 - Gender: Male Female
- School details**
 - School attended:
 - Class name:
 - School year: Nursery Reception 1 2 3 4 5 6 7 8

A 'Register child' button is located at the bottom of the form. The right column features social media links: 'SIGN UP TO OUR eNEWSLETTER', 'like us on facebook', and 'follow us on twitter'. Below these is a 'latest TWEETS' section with a link to 'Tweets by @loveschoolmeals'. The footer contains 'Privacy Policy', 'Terms and Conditions', and copyright information: '© Chartwells 2016. A part of Compass Group UK & Ireland'.

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. To the right, there is a "LOVE SCHOOL Meals" logo and a navigation bar with links: HOME, MENUS, FOOD, FREE SCHOOL MEALS, MARY'S MEALS, PROMOTIONS, FAQs, CONTACT US. The user is logged in as "Test Parent".

The main content area is divided into sections:

- YOUR REGISTERED DETAILS:** A grey box containing 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 section featuring a cartoon child icon. Below the icon is a box with the text "Test Child" and three buttons: "Select meals" (black, circled in blue), "Edit details" (black), and "Remove Child" (yellow). Below this box is an "Add a child" button (orange).
- YOUR MEAL ACCOUNT:** A section that is partially visible at the bottom of the page.

On the right side of the page, there is a sidebar with social media and newsletter options:

- "SIGN UP TO OUR eNEWSLETTER" (orange button with a heart icon).
- "like us on facebook" (blue button with the Facebook logo and a thumbs up icon).
- "follow us on twitter" (blue button with the Twitter logo).
- "latest TWEETS" (green speech bubble icon).
- 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 an image of a "FREE School meals" sign.
- "Embed" and "View on Twitter" links at the bottom of the tweet.

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 a meal each day, but your child will select their choice at point of service. Don't worry if you make a mistake, all you need to do is click on the date again and the meal will be removed. As before, you don't have to order meals for the whole week – you can choose individual days. The following page will explain the different methods of ordering meals.

The screenshot shows the 'MEAL SELECTOR' website for 'at WEST SUSSEX'. The page is titled 'June 2016' and includes a navigation menu with 'HOME', 'MENUS', 'FOOD', 'FREE SCHOOL MEALS', 'MARY'S MEALS', 'PROMOTIONS', 'FAQS', and 'CONTACT US'. The 'MENUS' tab is circled in blue. Below the navigation is a calendar for June 2016 with a 'Select meals for entire month' link. The calendar grid shows days from 30th to 3rd, with icons of a sun and a plate. Navigation buttons include '<< Back a month', 'Forward a month >>', and 'Calendar key'. On the right side, there are promotional banners for signing up to a newsletter, following on Facebook, and following on Twitter. Below these is 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!' and a graphic for 'FREE School meals' for children in reception, year one, and year two.

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 the instruction 'Please enter any promotional code you wish to use in the box below' and an empty input field. A red 'Pay now' button is located below the input field.

At the bottom, logos for Mastercard, JCB, Maestro, VISA, and V.me by Visa are shown, 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: '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 ⓘ







Mealselector Dorset school meal payments

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

Amount **Parent £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 your 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](mailto: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

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.

Website Technical Support

Email - support@mealselector.co.uk

Tel: 0115 924 5517

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