

**CHILDREN
EAT FREE**

**YOU COULD
SAVE UP TO
£400 A YEAR!**

**SCHOOL MEALS ARE FREE FOR ALL CHILDREN IN
RECEPTION, YEAR 1 AND YEAR 2**

**SAVE TIME AND MONEY BY CHOOSING A SCHOOL HOT
MEAL.**

Hot School Meals in West Sussex 2023

- **What's New?**
- **ParentPay introduction**
- **Order Cut Off dates 2022/2023**
- **Menu weeks 1-3 2023/2024 (starting April 17th 2023)**
- **Parent Guide to Ordering via ParentPay**
- **ParentPay Guide to order special diets/medical diets**
- **Order Cut Off dates 2023/2024**

A new school lunch ordering system, ParentPay, is coming to your school.



Book all meals, universal, free or paid, order online.

It's easy, quick and safe.
Select your meal choices in advance.



**DON'T FORGET!
SCHOOL MEALS ARE FREE FOR ALL PUPILS IN RECEPTION, YEAR 1 AND YEAR 2.**

ParentPay ordering for hot school meals

Reception, Year 1 and Year 2

- Children in Reception and Years 1-2 currently have the option of a funded hot meal every day until the end of year 2.
- You will soon be able to pick a specific meal for your child from a selection, for each day your child eats. If you do not place an order your child will receive a Jacket potato on that day, depending on availability.
- Please refer to the dates on the next page for ordering deadlines. Orders must be placed no later than 23:59 on the Thursday 10 Days before the week of the menu.

Years 3-6

- If you pay for your child in years 3-6 to have a hot meal, you will need to place a specific order for your child using the dates on the next page. Orders must be placed no later than 23:59 on the Thursday 10 Days before the week of the menu.
- If you forget to place an order by the ordering dates on the next page, you should order for the next available week.

Years 3-6 Free School Meals – FSM

- If your child receives a free school meal and is in years 3-6, you will need to place a specific order for your child using the dates on the next page. Orders must be placed no later than 23:59 on the Thursday 10 Days before the week of the menu.
- If you forget to place an order by the ordering dates on the next page, your child will receive a Jacket Potato, depending on availability.

TOP TIPS

- Check you have a username and password for each of your children for ParentPay.
- Follow the steps in the guide you have been sent to set up your ParentPay account.
- Print a copy of the deadline dates below and keep it somewhere you can refer to it.
- Try to always order a few weeks ahead so that you aren't caught short. (You can order for 10 weeks at a time)

Cut Off Dates 2022/2023 for ordering hot school meals via ParentPay

March Cut off Dates

Thursday 2/3 for w/c Monday 13/3
Thursday 9/3 for w/c Monday 20/3
Thursday 16/3 for w/c Monday 27/3

April Cut off Dates

Thursday 6/4 for w/c Monday 17/4
Thursday 13/4 for w/c Monday 24/4
Thursday 20/4 for w/c Tuesday 2/5
Thursday 27/4 for w/c Monday 8/5

May Cut off Dates

Thursday 4/5 for w/c Monday 15/5
Thursday 11/5 for w/c Monday 22/5
Thursday 25/5 for w/c Monday 5/6

June Cut off Dates

Thursday 1/6 for w/c Monday 12/6
Thursday 8/6 for w/c Monday 19/6
Thursday 15/6 for w/c Monday 26/6
Thursday 22/6 for w/c Monday 3/7
Thursday 29/6 for w/c Monday 10/7

July Cut off Dates

Thursday 6/7 for w/c Monday 17/7




















August Cut off Dates

Thursday 24/8 for w/c Monday 4/9

WEEK 1

W/c: 17/04 08/05 29/05 19/06 10/07 31/07 21/08 11/09
02/10 23/10 13/11 04/12 25/12 15/01 05/02 26/02 18/03
08/04

2023

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HOT SPECIALS	Cheese and Tomato Pizza 	Sausages and Mash Pork and Beef Cocktail Sausages with Mashed Potato and Gravy	Roast Chicken Served with Roast Potatoes and Gravy	Beef Pasta Bolognese Served with Fusilli Pasta	Fish Fingers Served with Chips and Beans or Salad
JACKET POTATO	Chickpea and Vegetable Tikka Masala Served with Wholegrain Rice   	Macaroni Cheese 	Cheese and Vegetable Bake Served with Roast Potatoes 	Vegetarian Meatless Balls Served with Tomato Sauce and Rice  	Vegetarian Burger Served with Chips and Beans or Salad 
JACKET POTATO	Jacket Potato with Cheese 	Jacket Potato with Vegetarian Bolognese  	Jacket Potato with Salmon Mayo  	Jacket Potato with Baked Beans  	Jacket Potato with Cheese 
All main meals are served with a side of vegetables or salad.					
DESSERT	Smooth Fruit Yoghurt	Cranberry and Orange Shortbread	Jammy Jack	Pineapple Upside-Down Cake 	Fruity Friday 

AVAILABLE EVERY DAY
Water, milk, salad, brown malted bloomer bread & fresh fruit



















 Vegetarian
  Oily Fish
  Wholegrain
 Fruity!
  Nutritionist's Choice

WEEK 2

W/C: 24/04 15/05 05/06 26/06 17/07 07/08 28/08 18/09
09/10 30/10 20/11 11/12 01/01 22/01 12/02 04/03 12/03

2023

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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Cheese and Tomato Pizza 	Chinese Chicken and Egg Rice 	Roast Ham Served with Roast Potatoes and Gravy	Beef Burger in a Bun Served with Ketchup and Diced Potatoes	Fish Fingers Served with Chips and Beans or Salad
Cauliflower Macaroni Cheese  	Cheese and Tomato Pasta 	Quorn Sausage Served with Roast Potatoes and Gravy 	Vegetarian Pasta Bolognese Served with Fusilli Pasta  	Vegan Dippers Served with Chips and Beans or Salad 
Jacket Potato with Baked Beans  	Jacket Potato with Cheese 	Jacket Potato with Tuna Mayo	Jacket Potato with Baked Beans  	Jacket Potato with Vegetarian Bolognese  



All main meals are served with a side of vegetables or salad.

Banana Marble Sponge 	Smooth Fruit Yoghurt	Apricot Shortbread	Jammy Jack	Fruity Friday 
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AVAILABLE EVERY DAY
Water, milk, salad, brown malted bloomer bread & fresh fruit




















 Vegetarian
  Oily Fish
  Wholegrain
 Fruity!
  Nutritionist's Choice



WEEK 3

W/C: 01/05 22/05 12/06 03/07 24/07 14/08 04/09 25/09
16/10 06/11 27/11 18/12 08/01 29/01 19/02 11/03 01/04

2023

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
HOT SPECIALS	Cheese and Tomato Pizza 	Sausages and Mash Pork and Beef Cocktail Sausages with Mashed Potato and Gravy	Roast Chicken Served with Roast Potatoes and Gravy	Chicken Tikka Masala Served with Rice	Fish Fingers Served with Chips and Beans or Salad
JACKET POTATO	Mixed Beany Chilli Served with Rice  	Chinese Vegetable and Egg Rice   	Quorn Sausage Served with Roast Potatoes and Gravy 	Macaroni Cheese 	Vegetarian Meatless Balls Served with Tomato Sauce and Chips 
JACKET POTATO	Jacket Potato with Baked Beans  	Jacket Potato with Tuna Mayo	Jacket Potato with Cheese 	Jacket Potato with Vegetarian Bolognese  	Jacket Potato with Cheese 
All main meals are served with a side of vegetables or salad.					
DESSERT	Pineapple Upside-Down Cake 	Smooth Fruit Yoghurt	Cranberry and Orange Shortbread	Mandarin and Lemon Drizzle Slice	Fruity Friday 

AVAILABLE EVERY DAY
Water, milk, salad, brown malted bloomer bread & fresh fruit



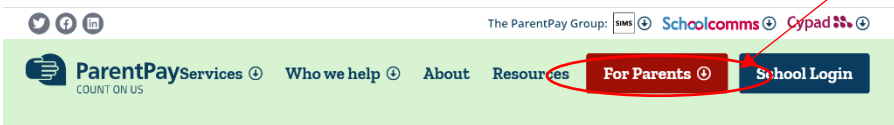
 Vegetarian
  Oily Fish
  Wholegrain
 Fruity!
  Nutritionist's Choice



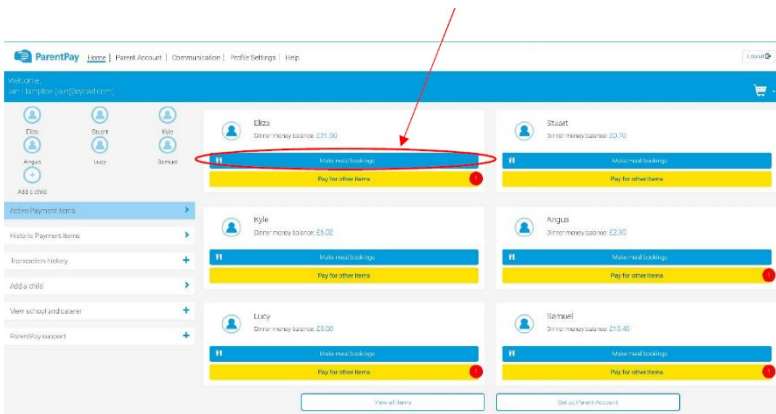
Parent Guide to Ordering via ParentPay

Orders must be placed no later than 23:59 on the Thursday
10 Days before the week of the menu.

Go to: <https://www.parentpay.com/> and click 'For Parents'

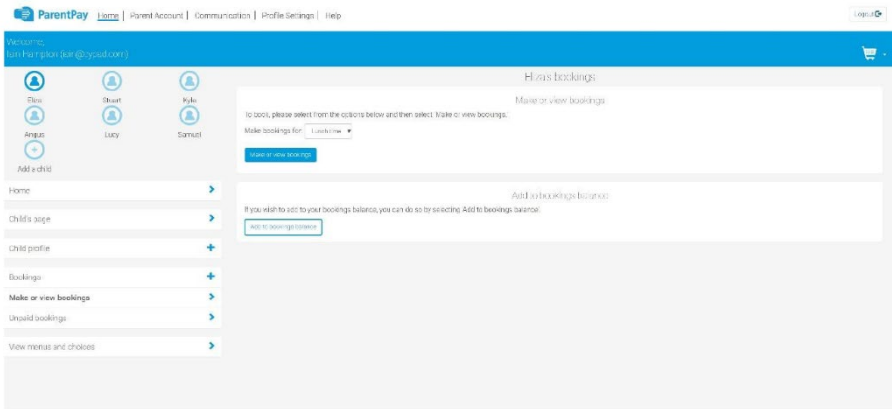


Step 1 – Log on to your ParentPay account. Using the details on your activation letter/email/SMS. Click on the 'Make Meal Bookings' box under the child you would like to book meals for.

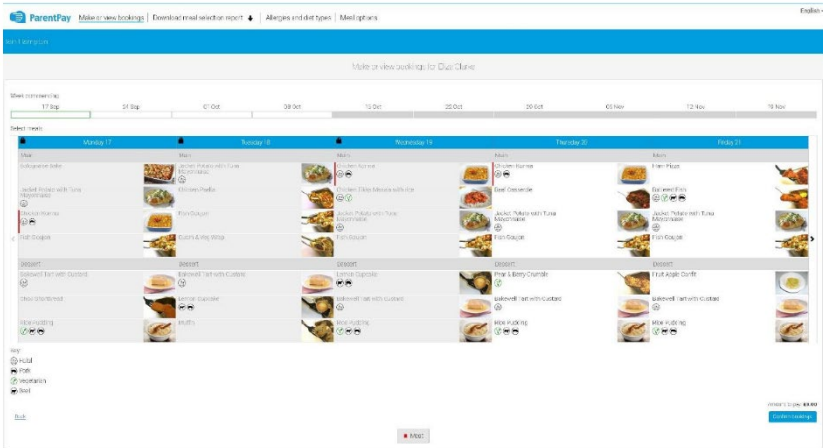




Step 2 – Ensure the drop down box is set to ‘Lunchtime’. Click ‘Make or View Bookings’



Step 3 – This will take you through to the menu where you can select the meals for your child. You can navigate through the available weeks, to select meals in advance, by clicking on the box under the date. All meals must be ordered by midnight on the Thursday.



Step 4 – Once you have made the selections you must click ‘Confirm Bookings’ in the bottom right corner. If your child is UIFSM or FSM you will still need to follow through to payment screen, however no payment will be taken from your account



Amount to pay: **£35.50**

Confirm bookings

If you are having problems with any aspect of using the web site either:

Contact ParentPay support -

<https://app.parentpay.com/FormsAPI/forms/contactus>

or Use their Parent FAQs - <https://parent-support.parentpaygroup.com/hc/en-gb/categories/4407704072081>

If you have any queries regarding your order, please contact the

Chartwells West Sussex Office:

E-Mail - 73041@compass-group.co.uk

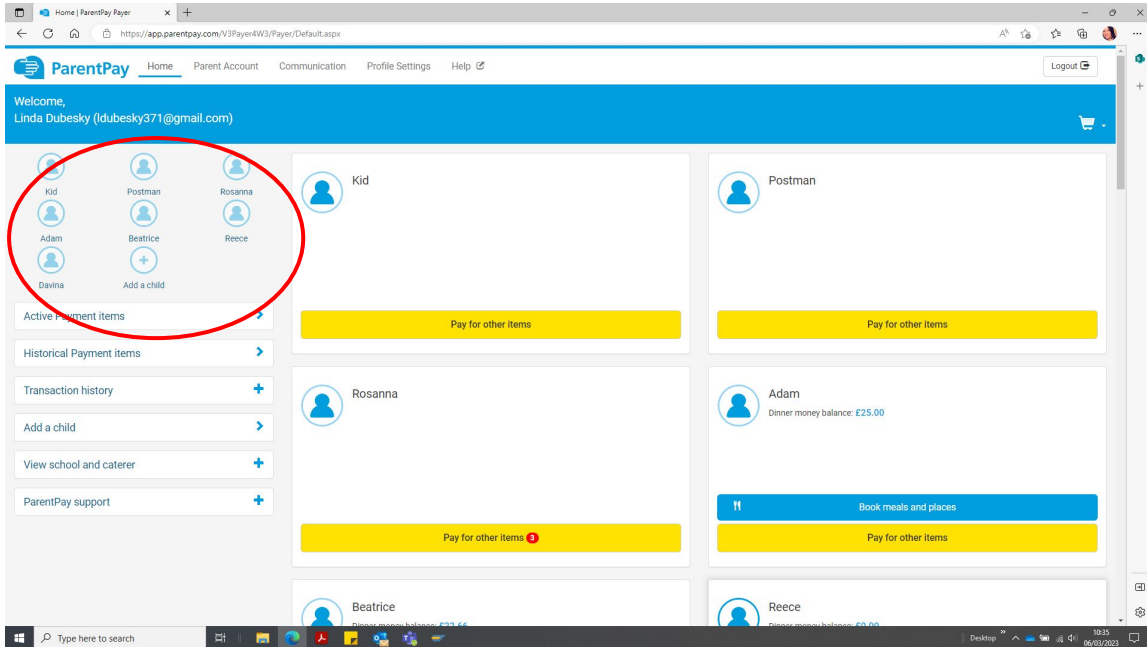
or Telephone: 0845 603 7998

Office Hours

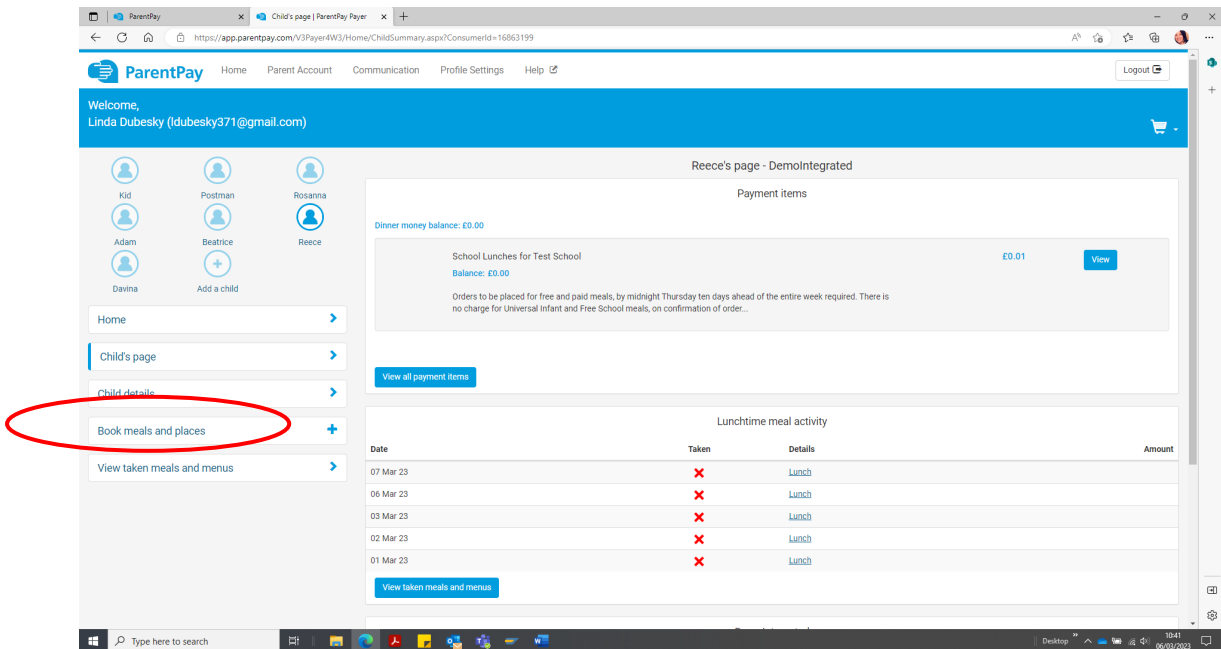
Monday to Friday 8:30am - 4:30pm

ParentPay Guide to order special diets/medical diets

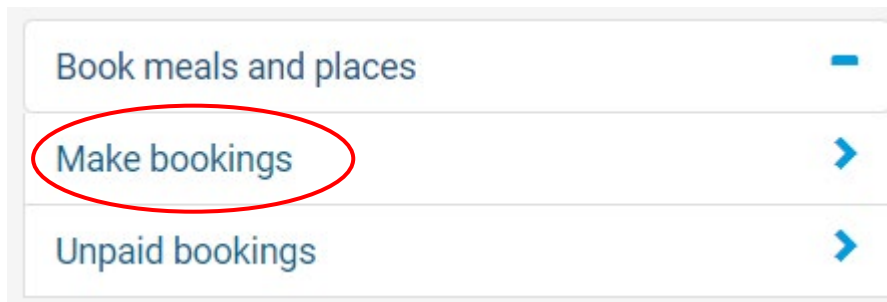
ParentPay.com / Log in / Password Select child



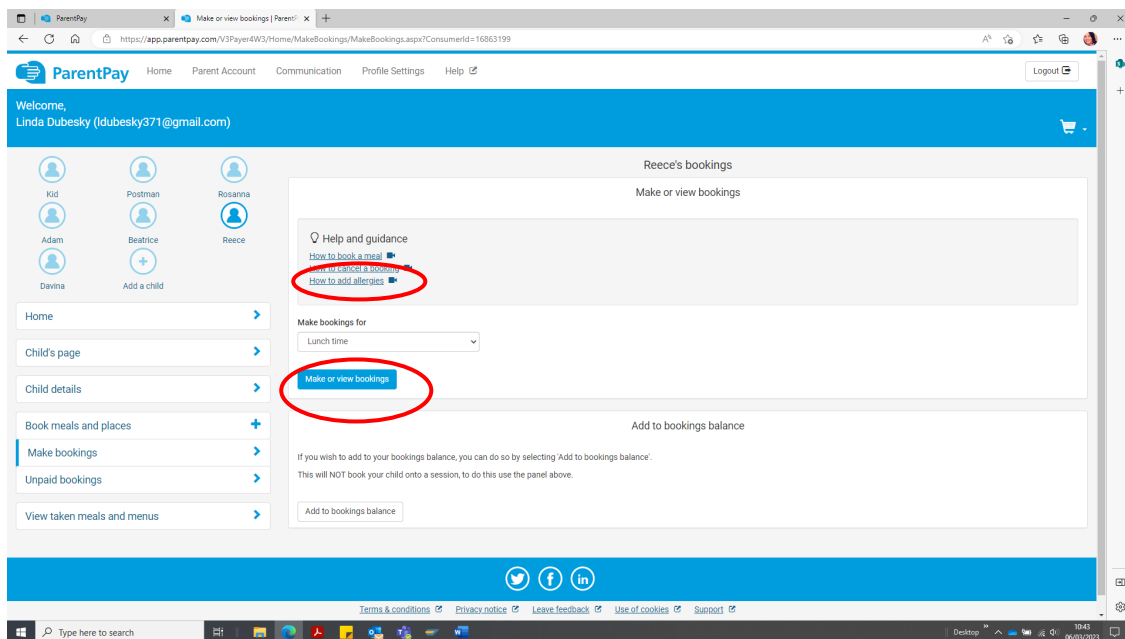
Book meals and places



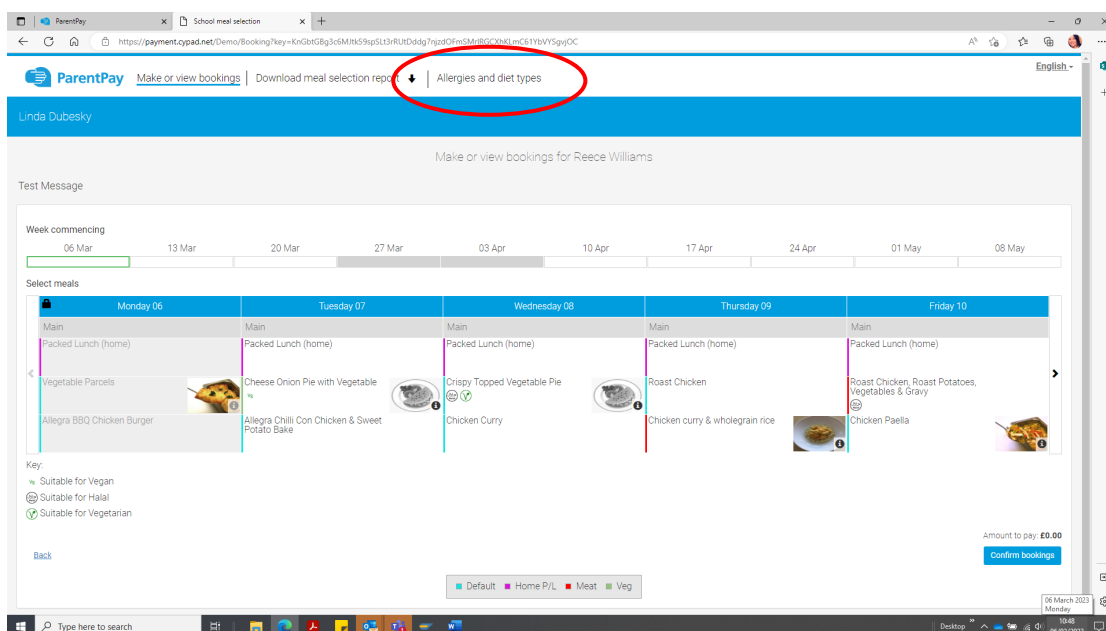
Make bookings



View how to add allergies / make or view bookings



Select Allergies or diet types



Select allergies

ParentPay | Make or view bookings | Download meal selection report | Allergies and diet types

Linda Dubesky

Allergies and diet types of Reece Williams

Allergies and diet types held on the system

No allergies and diet types selected

Change requests

Allergies

- No allergies
- Crustacea
- Lupin
- Mustard
- Sesame seeds
- Other
- Celery
- Eggs
- Milk
- Nuts
- Soya
- Cereals containing gluten
- Fish
- Molluscs
- Peanuts
- Sulphur Dioxide

Diet Types

- Halal
- Pescatarian
- Vegetarian
- No Beef
- Vegan
- No Pork

Additional notes

Please attach supporting documents

Upload medical evidence if this is a new request or change to existing menu

Other

Diet Types

- Halal
- Pescatarian
- Vegetarian
- No Beef
- Vegan
- No Pork

Additional notes

Please attach supporting documents

supported file formats: PDF (.pdf), Word (.doc, .docx), images (.jpg, .png, .gif)

[Add files](#) [Clear files](#)

Drag and drop files here to upload

Your email address:

Your phone number:

I consent to the above information, including allergies and other information provided, to be shared with Cypad, the school and caterer, for the purpose of providing safe catering services

To revoke consent, please contact our Support Team at Support@cypad.com

For full details on how Cypad and ParentPay Group use your personal information see our [privacy notice](#)

Note you may be contacted by the school caterer regarding this request

Once the request has been submitted, your child will be assigned to an allergy free safe menu until the documents have been checked, we aim to get back to you between 24 – 72 hours.

Cut off dates for ParentPay meal ordering 2023/2024:

Cut off date	Start of Term
School holiday	End of Term
Bank Holiday	

15th April 2024 - start of new menu

September:

Monday	4	11	18	25	
Tuesday	5	12	19	26	
Wednesday	6	13	20	27	
Thursday	7	14	21	28	
Friday	1	8	15	22	29
Saturday	2	9	16	23	30
Sunday	3	10	17	24	

October:

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

November:

5	13	20	27	
7	14	21	28	
1	8	15	22	29
2	9	16	23	30
3	10	17	24	
4	11	18	25	
5	12	19	26	

December:

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

January:

3	8	15	22	29
4	9	16	23	30
5	12	19	26	
6	13	20	27	
7	14	21	28	
1	8	15	22	29
2	9	16	23	
3	10	17	24	
4	11	18	25	

February:

5	12	19	26	
6	13	20	27	
7	14	21	28	
1	8	15	22	29
2	9	16	23	
3	10	17	24	
4	11	18	25	

March:

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

April:

3	8	15	22	29
4	9	16	23	30
5	12	19	26	
6	13	20	27	
7	14	21	28	

May:

2	9	16	23	30
3	10	17	24	31
4	11	18	25	
5	12	19	26	

June:

3	10	17	24	
4	11	18	25	
5	12	19	26	
6	13	20	27	
7	14	21	28	
1	8	15	22	29
2	9	16	23	30

July:

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

August:

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

August/September 2023

Thursday	24-Aug	For Wk Com	Monday	04-Sep
Thursday	31-Aug	For Wk Com	Monday	11-Sep
Thursday	07-Sep	For Wk Com	Monday	18-Sep
Thursday	14-Sep	For Wk Com	Monday	25-Sep

September/October 2023

Thursday	21-Sep	For Wk Com	Monday	02-Oct
Thursday	28-Sep	For Wk Com	Monday	09-Oct
Thursday	05-Oct	For Wk Com	Monday	16-Oct
Thursday	19-Oct	For Wk Com	Monday	30-Oct

October/November 2023

Thursday	26-Oct	For Wk Com	Monday	06-Nov
Thursday	02-Nov	For Wk Com	Monday	13-Nov
Thursday	09-Nov	For Wk Com	Monday	20-Nov
Thursday	16-Nov	For Wk Com	Monday	27-Nov

November/December 2023

Thursday	23-Nov	For Wk Com	Monday	04-Dec
Thursday	30-Nov	For Wk Com	Monday	11-Dec

December 2023/January 2024

Thursday	21-Dec	For Wk Com	Monday	01-Jan
Thursday	28-Dec	For Wk Com	Monday	08-Jan
Thursday	04-Jan	For Wk Com	Monday	15-Jan
Thursday	11-Jan	For Wk Com	Monday	22-Jan
Thursday	18-Jan	For Wk Com	Monday	29-Jan

January/February 2024

Thursday	25-Jan	For Wk Com	Monday	05-Feb
Thursday	08-Feb	For Wk Com	Monday	19-Feb
Thursday	15-Feb	For Wk Com	Monday	26-Feb

February/March 2024

Thursday	22-Feb	For Wk Com	Monday	04-Mar
Thursday	29 Feb	For Wk Com	Monday	11-Mar
Thursday	07-Mar	For Wk Com	Monday	18-Mar
Thursday	14-Mar	For Wk Com	Monday	25-Mar

April/May 2024

Thursday	04-Apr	For Wk Com	Monday	15-Apr
Thursday	11-Apr	For Wk Com	Monday	22-Apr
Thursday	18-Apr	For Wk Com	Monday	29-Apr
Thursday	25-Apr	For Wk Com	Monday	06-May
Thursday	02-May	For Wk Com	Monday	13-May
Thursday	09-May	For Wk Com	Monday	20-May

May/June 2024

Thursday	23-May	For Wk Com	Monday	03-Jun
Thursday	30-May	For Wk Com	Monday	10-Jun
Thursday	06-Jun	For Wk Com	Monday	17-Jun
Thursday	13-Jun	For Wk Com	Monday	24-Jun

June/July 2024

Thursday	20-Jun	For Wk Com	Monday	01-Jul
Thursday	27-Jun	For Wk Com	Monday	08-Jul
Thursday	04-Jul	For Wk Com	Monday	15-Jul
Thursday	11-Jul	For Wk Com	Monday	22-Jul

We are recruiting

Our local kitchen teams are recruiting in various schools across the County.

Term time contracts and school friendly hours available.

ID for an enhanced DBS will be required.

Please contact us at
westsussex@chartwells.co.uk
to find out more.

September starts available.



Chartwells
Schools