



# Cecil Road Primary & Nursery School

Cecil Road, Gravesend  
Kent. DA11 7BT  
Tel: (01474) 534544  
Fax: (01474) 357667

**Headteacher: Mrs Y. Quigley**

## **RE - Online School Meals Payment System (IMPORTANT DETAILS CONTAINED – DO NOT DISCARD)**

As of September this year, we have outsourced our school meals service to Caterlink. As part of the new service there will be many exciting changes, one in particular is the new ability to pay for meals online. Paying for meals online brings many benefits to you, including but not limited to;

- Your child not having to carry cash
- You can pay for meals in advance, meaning you don't have to carry change or worry about paying weekly; you can pay up to a term in advance.
- Monitoring when your child eats a meal - the system will update to show you when your child last had a school lunch
- View your child's balance online; meals will be in credits, 1 credit = 1 meal. The system will be updated daily.

From the 1<sup>st</sup> September 2022 you can log on to the payment system by visiting [https://meals.caterlinkltd.co.uk/meals/sign\\_in](https://meals.caterlinkltd.co.uk/meals/sign_in). As you will be visiting the system for the first time, you will need to create a new account. To do this click "Register a new account" and enter your child's Individual Student ID Number and last name (as detailed below, please use only the information detailed below). Upon doing this, the system will confirm back to you, your child's first name and school. If this is correct you will then be required to enter a number of other details to create the account. If this information is not correct please contact the school.

### **Cecil Road Primary & Nursery School**

**Student Arbor ID No:**

**Student Last Name:**

**Class:**

Once the account is created you can log on and top up your child's account at any time. Please note you can only create one account per child and if you have more than one child at the school, you will need to create one account for each child. If you claim Free School Meals for your child you will not need to register, your child's account will be updated automatically.

If you have any questions about this system, please do not hesitate to contact the Caterlink team at [meals@caterlinkltd.co.uk](mailto:meals@caterlinkltd.co.uk). Emails will be responded to within five business days.

**KEEP THIS INFORMATION SAFE. You will need the above details to create your account. Please do not attempt to use or log in to the system before the 1st September 2022.**

## How to Pay?

Caterlink believe in value for money for school lunches and we are sure you will agree the cost of a two course freshly prepared lunch at £2.50 is value for money.

All lunches need to be paid in advance through the Caterlink online payment system [https://meals.caterlinkltd.co.uk/meals/sign\\_in](https://meals.caterlinkltd.co.uk/meals/sign_in) For ease you can pay in advance, the grid below will help you budget for your school lunches.

Once you have registered your child's account and your email information, it is easy to top up your child's account using a credit or debit card (minimum top up £10.00). Our system will remind you when there is only enough money for 3 meals left on the account and when there is no money on the account to pay for a school lunch, this information comes to you as an email.

There is a **no debt policy** and all lunches need to be paid in advance. If you have no money left on your child's account the school will call you to ask you to top up, failure to do this will mean you will need to provide your child with a packed lunch.

Days	£
1 day	£2.50
5 days (1 week)	£12.50
10 days (2 weeks)	£25.00
Half term (30 days)	£75.00

Are you claiming your Free School Meal? If you are in receipt of certain benefits your child may be entitled to a Free School Meal. Contact the school reception for an application form. Children in Reception, Year 1 and Year 2 are entitled to a Universal Infant Free School Meal under the government scheme and do not need to register a school meal account.

If you are having difficulty accessing your account or have a question please email us on [meals@caterlinkltd.co.uk](mailto:meals@caterlinkltd.co.uk)