June 2024

Dear Parents,

We are delighted to be supplying hot nutritious lunches to your children for the school year 2024/25.

If you do not already have an account with us, please find below details for registration and setup.

If you do have an account with us please login to update your child's menu choices for September as all options have been changed.

Please find attached a copy of the new menu for your information.

#### How do I register my child for the Hot Meals Scheme?

Send an email to <u>sales@ashdalecatering.ie</u> with the following details:

School name:

Pupil name:

Class:

Teacher:

You will then receive a link to login to your account. Please also check your Spam/trash folder for this link. The email address you used to register your account is your USERNAME and you then create your own password.

#### How do I place an order for my child?

Log in to your account, your email address is your username. Click on your child's name. Select an option from the hot food menu for each day. Your selection automatically saves to the system.

#### Do I need to order a lunch for everyday?

You do not need to order a lunch for every day. *If you choose to order for just some days of the week, please make sure your child is aware of this.* 

#### Do I need to order every week?

No, unless you want to change your child's order, it will roll over week to week.

#### I want to change my child's lunch, how do I do it?

Login to your account through the parent link on our homepage, your username is your email address and enter the password you used to set up your account.

#### How often can I change my child's lunch?

You can change your child's lunch as often as you wish. *Please allow for two full working days for changes to occur*. For example, a change for Monday, needs to be completed by the previous Wednesday night.

#### Do I need to pay for the lunch?

No, you do not need to pay for the lunch, it's a fully-funded government scheme.

#### What if my child has an allergen?

We do our best to cater for all dietary requirements. Please see our full list of allergens on our website for more information.

## Are there Gluten Free/Nut-Free/Vegetarian options on the menu?

Yes – please see the menu options for more details.

# I already have an account, but I can't remember my username or my password?

Your username is the email address you used to set up the account. If you have forgotten your password, please click on the Forgot Password link and follow the instructions.

### I have children in different schools, do I need 2 separate accounts?

No, you do not need 2 separate accounts. Please let us know if you want to link pupils from other schools by emailing us at sales@ashdalecatering.ie and we will set it up for you.

# I had a previous account under an old email address, can I update my email address please?

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Please send an email to sales@ashdalecatering.ie with the following details
School name:
Pupil name:
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Class:

Teacher:

If you have any queries, please contact us on <a href="mailto:sales@ashdalecatering.ie">sales@ashdalecatering.ie</a>