

### Get an Account and Log In

Give your email address to the school office to get a Live Kitchen account. You will receive an email from us containing your login details and a link to our website.

### Tick your Allergens

If your child has a common allergen, you can enter it on the website and Live Kitchen will help to block any unsafe options by eliminating them from pre-order. We will also inform the cook on the lunchtime screen.

### Click the Button to Pay by Direct Debit

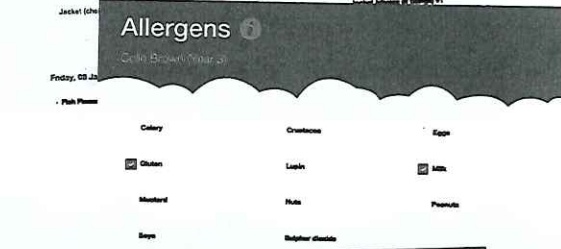
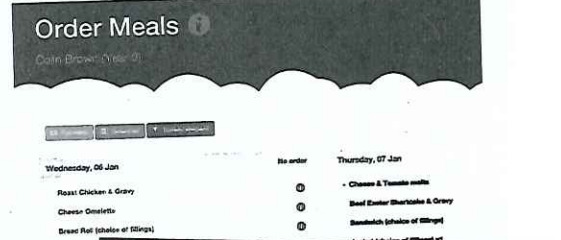
If you have any children who are not entitled to free meals, you can pay for their meals at the end of each month by direct debit. It is collected in arrears and we always let you know what we are collecting two weeks in advance. There is a link on our site and sign up is instant.

### Set a Spend Limit (Senior and Middle Schools)

If your school allows pupils to buy additional items at lunchtime you can set a limit on how much they spend each day.

### Order Your Meals

It's really easy and you can order for a day or a whole term!



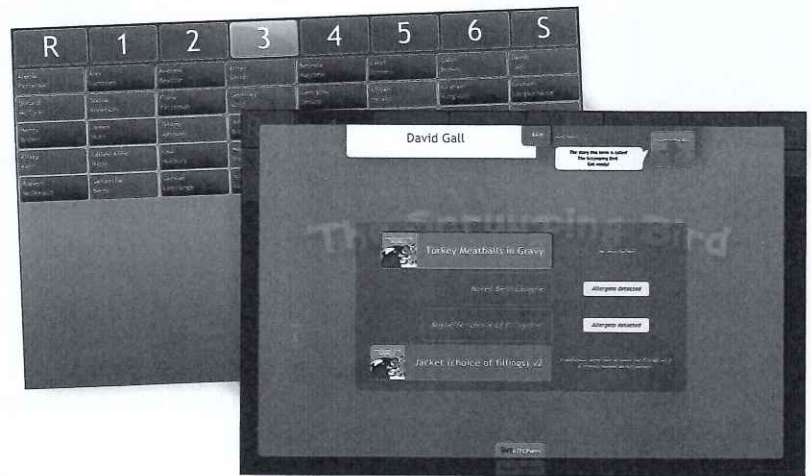
## Dear Parent,

As you may know, Live Kitchen is an award winning ordering and payment system which ensures children get the meals that they want, and provides cashless payment options for parents. The new system also cuts down on paperwork and staff time. You will be able to go online and order meals from home, view recipes, check artificial ingredient information, and block dishes which contain certain allergens.

### Pre-Ordering

Pre-ordering is done by the parent and child at home (see reverse) or on the classroom interactive whiteboard each day. Vegetarian options are clearly displayed on a green button.

Dishes that contain allergens unsuitable for your child will be blocked (if we have been notified).



### Lunchtime

The children now select their name on a touch screen at the hot plate during lunch service. Their meal choice is displayed to the cook, as well as their dietary needs. If a mismatch is detected the cook will advise of an alternative.

### Pay by Direct Debit and Save Time

Direct Debit saves time in the school office, the kitchen, and at home!

Sign up and we will send regular statements that inform you of the meal choices your child made each day. Forget having to find the correct change each day or pay large sums in advance!

We collect on a monthly basis and we always give two weeks notice before amounts are collected. Turn the page for more information.

**livekitchen**

**Direct Debit Statement**

Dear Parent,  
You will be debited £33.80 on or around 15 Jan 2016 for the following:

Date	Description	Price
Tuesday 01 December	Meal (Pasta Bolognese)	£3.40
Wednesday 02 December	Meal (Pasta Chicken Breast & Gravy)	£3.40
Thursday 03 December	Meal (Pasta Margherita)	£3.40
Friday 04 December	Meal (Fish Pie)	£3.40
Monday 07 December	Meal (Sausage, Yorkshire Pudding & Gravy)	£3.40
Tuesday 08 December	Meal (Pasta Bolognese)	£3.40
Wednesday 09 December	Meal (Pasta Chicken Breast & Gravy)	£3.40
Thursday 10 December	Meal (Chicken Curry & Rice)	£3.40
Friday 11 December	Meal (Breaded Fish Fillet)	£3.40
Monday 14 December	Meal (Pasta Bolognese)	£3.40
Tuesday 15 December	Meal (Chicken Curry)	£3.40
Wednesday 16 December	Meal (Minestrone Soup)	£3.40
Thursday 17 December	Meal (Sausage Pie)	£3.40
Friday 18 December	Meal (Fish Pie)	£3.40
		<b>Total £33.80</b>

For full information on your account history including remaining cash balances at the school, please log into your Live Kitchen account.