



**Chartwells**  
So much more than fantastic food

# **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 17<sup>th</sup> 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	<b>Cheese and Tomato Pizza</b> 	<b>Sausages and Mash</b> Pork and Beef Cocktail Sausages with Mashed Potato and Gravy	<b>Roast Chicken</b> Served with Roast Potatoes and Gravy	<b>Beef Pasta Bolognese</b> Served with Fusilli Pasta	<b>Fish Fingers</b> Served with Chips and Beans or Salad
JACKET POTATO	<b>Chickpea and Vegetable Tikka Masala</b> Served with Wholegrain Rice   	<b>Macaroni Cheese</b> 	<b>Cheese and Vegetable Bake</b> Served with Roast Potatoes 	<b>Vegetarian Meatless Balls</b> Served with Tomato Sauce and Rice  	<b>Vegetarian Burger</b> Served with Chips and Beans or Salad 
	<b>Jacket Potato with Cheese</b> 	<b>Jacket Potato with Vegetarian Bolognese</b>  	<b>Jacket Potato with Salmon Mayo</b>  	<b>Jacket Potato with Baked Beans</b>  	<b>Jacket Potato with Cheese</b> 
DESSERT	<b>Smooth Fruit Yoghurt</b>	<b>Cranberry and Orange Shortbread</b>	<b>Jammy Jack</b>	<b>Pineapple Upside-Down Cake</b> 	<b>Fruity Friday</b> 

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

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

**Cheese and Tomato Pizza**



**Cauliflower Macaroni  
Cheese**



**Jacket Potato with  
Baked Beans**



## TUESDAY

**Chinese Chicken and  
Egg Rice**



**Cheese and Tomato Pasta**



**Jacket Potato with Cheese**



## WEDNESDAY

**Roast Ham**

Served with Roast Potatoes  
and Gravy

**Quorn Sausage**

Served with Roast Potatoes  
and Gravy



**Jacket Potato with  
Tuna Mayo**

## THURSDAY

**Beef Burger in a Bun**

Served with Ketchup and Diced  
Potatoes

**Vegetarian Pasta Bolognese**

Served with Fusilli Pasta



**Jacket Potato with  
Baked Beans**



## FRIDAY

**Fish Fingers**

Served with Chips and  
Beans or Salad

**Vegan Dippers**

Served with Chips and  
Beans or Salad



**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**



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

AVAILABLE EVERY DAY

Water, milk, salad, brown malted bloomer bread & fresh fruit



 Vegetarian
  Oily Fish
  Wholegrain  
 Fruity!
  Nutritionist's Choice





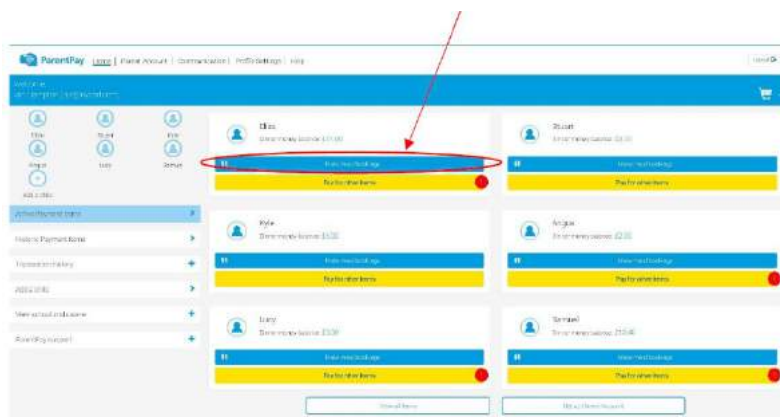
## Parent Guide to Ordering via ParentPay

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'

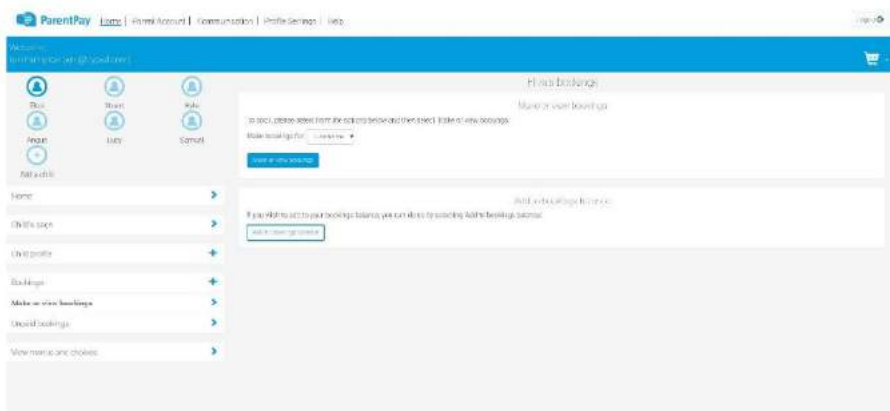


Step 1 – Log on to your ParentPay account. Using the details  
on your activation letter/email/SMS. Click on the 'Make Meal  
Bookings' box under the child you would like to book meals  
for.



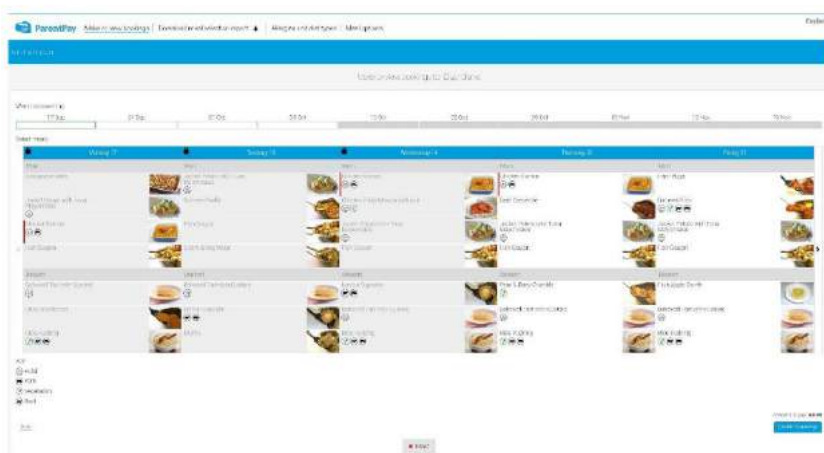


Step 2 – Ensure the drop down box is set to ‘Lunchtime’. Click  
‘Make or View Bookings’

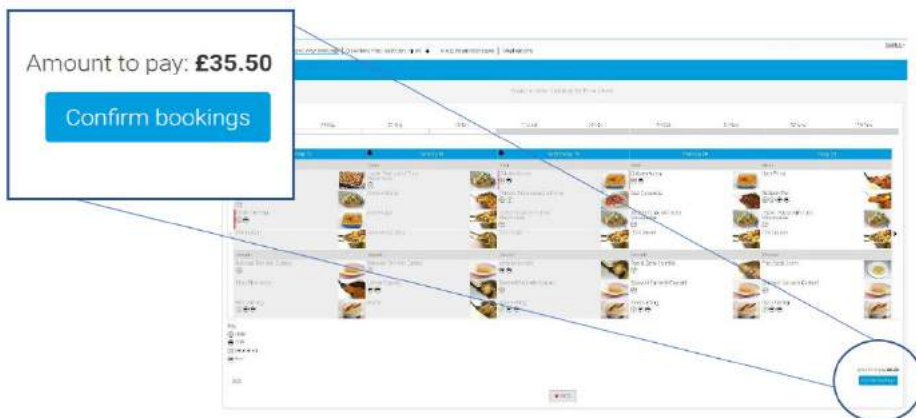


Step 3 – This will take you through to the menu where you can select the meals for your child. You can navigate through the available weeks, to select meals in advance, by clicking on the box under the date. All meals must be ordered by midnight on the Thursday.





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



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-](https://parent-support.parentpaygroup.com/hc/en-gb/categories/4407704072081)

[support.parentpaygroup.com/hc/en-](https://parent-support.parentpaygroup.com/hc/en-gb/categories/4407704072081)  
[gb/categories/4407704072081](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](mailto:73041@compass-group.co.uk)

or Telephone: 0845 603 7998

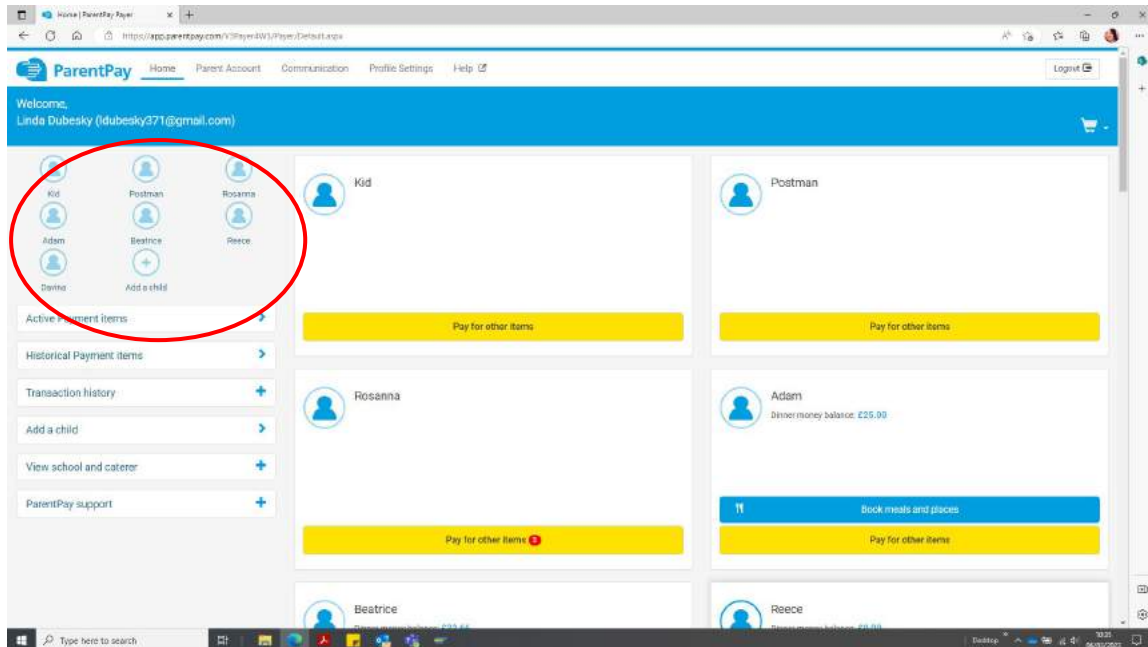
Office Hours

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

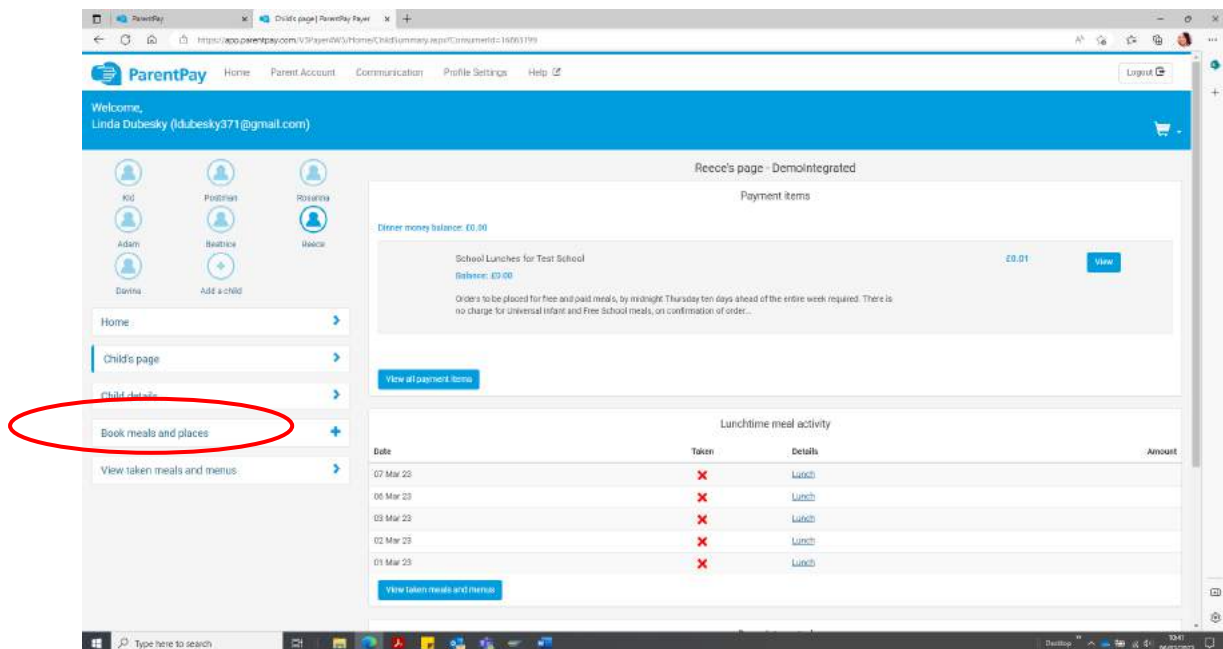


## ParentPay Guide to order special diets/medical diets

### ParentPay.com / Log in / Password Select child



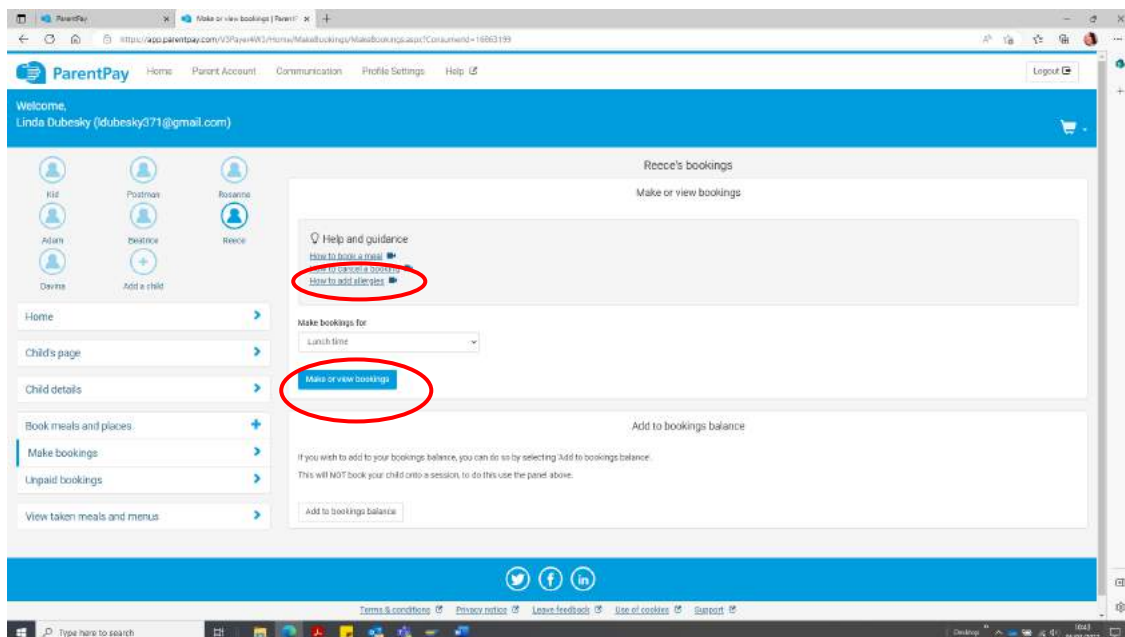
### Book meals and places



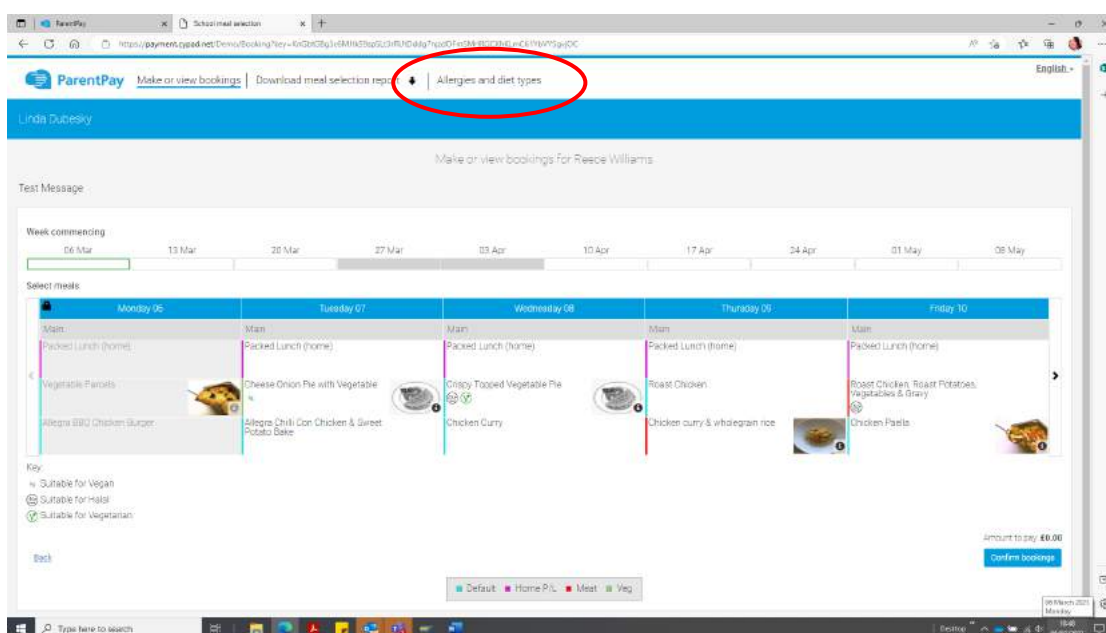
## Make bookings



## 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 Dutesky

Allergies and diet types of Reece Williams

Allergies and diet types held on the system

No allergies and diet types selected

Change requests

**Allergies**

<input type="checkbox"/> No allergies	<input type="checkbox"/> Celery	<input type="checkbox"/> Cereals containing gluten
<input type="checkbox"/> Ononifaces	<input type="checkbox"/> Eggs	<input type="checkbox"/> Fish
<input type="checkbox"/> Lupin	<input type="checkbox"/> Milk	<input type="checkbox"/> Molluscs
<input type="checkbox"/> Mustard	<input type="checkbox"/> Nuts	<input type="checkbox"/> Peanuts
<input type="checkbox"/> Sesame seeds	<input type="checkbox"/> Soya	<input type="checkbox"/> Sulphur Dioxide
<input type="checkbox"/> Other		

**Diet Types**

<input type="checkbox"/> Halal	<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Vegan
<input type="checkbox"/> Pescatarian	<input type="checkbox"/> No Beef	<input type="checkbox"/> No Pork

Additional notes

Please attach supporting documents

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

ParentPay

Other

**Diet Types**

<input type="checkbox"/> Halal	<input type="checkbox"/> Vegetarian	<input type="checkbox"/> Vegan
<input type="checkbox"/> Pescatarian	<input type="checkbox"/> No Beef	<input type="checkbox"/> No Pork

Additional notes

Please attach supporting documents

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

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

Drop 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](mailto: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

15th April 2024 - start of new menu

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

September	October	November	December
Monday 4 11 18 25	2 9 16 23 30	5 13 20 27	4 11 18 25
Tuesday 5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Wednesday 6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Thursday 7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Friday 1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Saturday 2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Sunday 3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
January	February	March	April
Monday 3 10 17 24 31	5 12 19 26	4 11 18 25	1 8 15 22 29
Tuesday 4 11 18 25	6 13 20 27	5 12 19 26	2 9 16 23 30
Wednesday 5 12 19 26	7 14 21 28	6 13 20 27	3 10 17 24
Thursday 6 13 20 27	1 8 15 22 29	7 14 21 28	4 11 18 25
Friday 7 14 21 28	2 9 16 23	1 8 15 22 29	5 12 19 26
Saturday 8 15 22 29	3 10 17 24	2 9 16 23 30	6 13 20 27
Sunday 9 16 23 30	4 11 18 25	3 10 17 24 31	7 14 21 28
May	June	July	August
Monday 1 8 15 22 29	3 10 17 24	1 8 15 22 29	5 12 19 26
Tuesday 2 9 16 23 30	4 11 18 25	2 9 16 23 30	6 13 20 27
Wednesday 3 10 17 24 31	5 12 19 26	3 10 17 24 31	7 14 21 28
Thursday 4 11 18 25	6 13 20 27	4 11 18 25	1 8 15 22 29
Friday 5 12 19 26	7 14 21 28	5 12 19 26	2 9 16 23 30
Saturday 6 13 20 27	8 15 22 29	6 13 20 27	3 10 17 24 31
Sunday 7 14 21 28	9 16 23 30	7 14 21 28	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](mailto:westsussex@chartwells.co.uk)  
to find out more.

September starts available.



**Chartwells**  
Schools