



WEST SUSSEX COUNTY COUNCIL

SUMMERLEA C.P. SCHOOL

WINDSOR DRIVE, RUSTINGTON

WEST SUSSEX, BN16 3SW

HEADTEACHER: MRS H MORRIS

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'Growing thoughtful learners and independent thinkers'



Friday 17th June 2022

Dear Parents and Carers

Welcome back to the second half of the summer term. It doesn't seem possible that we are already two weeks in and quickly nearing the end of the academic year. As always, the school diary is jam-packed with exciting days and events and you can keep abreast of these by viewing our year group curriculum guides and website calendar.

The Queen's Platinum Jubilee

Last term ended with our jubilee garden party in recognition of Her Majesty The Queen becoming the first British Monarch to celebrate 70 years of service. It was one of the first whole school events since the pandemic and children and staff were treated to some incredible home made crowns, fabulous singing, dancing and musical performances. And the weather couldn't have been better!

The whole school were invited to wear red, white and blue (which raised £155.85 for FOSS – thank you!) and the School Pupil Council were presented with commemorative souvenir coins by Rustington Parish Council. Children then spent the day learning all about Queen Elizabeth II before coming together in the afternoon.

We also wanted to thank and recognise the wider community, many of whom are volunteers, who have supported the school over the years by inviting them as VIP guests at the event. Year 5 representatives served tea and cake whilst the guests and the rest of the school celebrated.

Summerlea Dance Squad had an opportunity to perform their 'Footloose' and 'Encanto' routines. The Glee choir performed 'Sing' written by Gary Barlow and pupils who play instruments were given an opportunity to showcase their talents. As a school, we are aware that these young performers have not been able to play to live audiences for some time; they get so much enjoyment from this. We think the Queen would have really enjoyed each one!

Staffing news

I am pleased to be able to let you know that our teaching team for next academic year is now complete. Earlier this week, we were delighted to have appointed Mrs Karen Richards to the post of Class Teacher as of September. Until more recently, Mrs Richards has taught for many years in South Africa in a range of different schools and is currently working at Southway



Primary School in Bognor Regis. We look forward to welcoming Mrs Richards to our team and she will be joining us for transition day on 6th July.

We will be saying goodbye to Miss Funnell (INA and sports coach) and Mrs Goaman (NELI Teaching Assistant in EYFS) at the end of term as both of their temporary contracts come to an end. Miss Funnell will be going off to university and Mrs Goaman will be looking for a new role closer to home. I would like to take this opportunity to thank Miss Funnell and Mrs Goaman for all they have contributed to our school and pupils during their time in post and wish them all the very best for the future – they will both be missed!

Length of the school day

There is currently a consultation period for parents about adjusting the timing of the school day. Please refer to the letter sent out on Monday 6th June for further detail. If you have any comments, questions or concerns about this, please do email governors at governors@summerleaschool.co.uk by Friday 8th July 2022.

Annual reports and SATs results

Teachers are currently busy writing annual reports for all of the children in their class and these will be coming home on Thursday 14th July. Statutory assessment results for children in Year 2 and Year 6 will be included with annual reports. Optional parent consultation meetings are scheduled for the last week of term.

No trading cards

We do not allow children to have trading cards in school. In the past, we have found that trading in school can lead to lots of misunderstandings and upset and become a distraction from teaching and learning. Please ensure your child keeps their trading cards at home. If children do bring them into school they will be confiscated and returned at the end of the day. We have previously successfully run a trading card club and will consider this again for the autumn term. Thank you for your support.

After School Care Club

A reminder to all parents who utilise our After School Care Club that it will be **closed** on the last day of term (Thursday 21st July).

Sports Day

A reminder that sports day is next Friday 24th June. Please see the separate letter from Miss Walker with further information about the day, including timings. Fingers crossed for fine weather! Should we not be able to go ahead due to it being too wet (or hot!) we will notify parents as early as possible on the day itself. We look forward to seeing you.

Sun safety

Please ensure your child has appropriate sun protection when they come to school including sunscreen, sunhats, sunglasses and a water bottle. Your child may also bring a small bottle of sunscreen to school – this should be clearly named. Staff will remind children to apply sunscreen but are unable to apply it for them.

Library Books

A plea to all families, past and present, to return any library books and/or school books to us. We know that books often get mislaid at home but when you do find them we would appreciate them being returned to us so we can maintain our stock levels.

Safeguarding

METAVVERSE

You may have heard of the MetaVerse and it is important that as parents and carers you are aware of what it is. Children are starting to talk about it and the NSPCC have put together a useful guide. You can view the guide [HERE](#).

SKIN GAMBLING

Do you know what a skin is? Do you know what skin gambling is? They are both related to gaming and as such it is an area that is becoming more concerning. You can read more about it and find a guide [HERE](#).

REMEMBER

If you have a concern about a child's welfare when outside of school, you can report your concern to the following:

Integrated Front door (IFD)
01403 229900

WSChildrenservices@westsussex.gov.uk

Call 999 for the police if you think that a child is in immediate danger

Childline: 08001111

Introducing our Dedicated Schools Team Family Support Worker

Do you struggle with morning routines? Arriving to school on time? Do you have a child who is reluctant to come to school or separate from you in the morning? If it is a 'yes' then you will benefit from having a chat with Rebecca who is a Family Support Worker...

Hello,

My name is Rebecca Byatt and I am a Family Support worker in the Dedicated School's Team in Arun, I work closely with my link schools to ensure that children, young people, and families receive the support they need and that we work together to be as preventative as possible. My interests are arts and I like creating lots of different resources to help support young people and families to make positive changes. I have a fox red Labrador called Margo who enjoys long walks along the beach. I am looking forward to meeting you all and working alongside the school.

Rebecca will be available on the playground on the mornings of **21st June** and **12th July** from 8:30am and looks forward to meeting you.

Aspirations week

Last week we held our first ever careers fair as part of aspirations week for our Year 6 children. Mrs Strong designed a week of activities to help children think about strengths, interests and talents as well as their personal, learning and thinking skills. It began with a visit from Worthing magistrates and ended with a careers fair. As a school, we put a great deal of emphasis on developing life skills such as creative thinking, independent enquiry and team work and we run a badge reward system in recognition of these. We believe our children need to understand the purpose of their education and so it was really powerful for them to be able to see adults working in a range of sectors and roles, providing good role models for future careers. Our gold badge winners from across the school were also invited to attend the careers fair, engaging in fabulous conversations and questioning about aspirations and employability skills. Among other things, children met an author, paramedic, florist, animal behaviourist, learned first aid and talked to a cameraman and apprentices from Rolls-Royce. A big thank you to Mrs Strong for organising the week and to all of the adults (including some of our parents) who came along to showcase their career. It was a really inspiring and motivational week and something we intend to build on and continue in the future.

I hope you all have a good weekend and the warm weather continues.

Yours sincerely

Helen Morris

Headteacher

June 2022

Dear Parent or carer

I would like to thank you for your support over the last two years in what have been unprecedented times for our children and our schools. We all recognise that the impact of the pandemic and interruptions to learning faced by many over this time have been significant. Our schools have done a phenomenal job in working through this time and have been trying their hardest to mitigate the loss of learning that some children have faced. Achieving this whilst also working to support children emotionally through the pandemic has been a challenge both for schools and yourselves. I recognise that.

This year sees the re-introduction of formal examinations for our 16 and 18 year olds as well as the national Key Stage assessments in Years 2 and 6. I know that our schools and teachers have been working hard to support children and students in preparing for these assessments, but also know that there will be anxieties among both children and yourselves about what the outcomes of these assessments may show. We all aspire for our children to be the best they can be, and to be able to achieve as well as they can. However, we also know that every child or student's experience over the last two years has been different. In some cases, children have had very chequered access to face to face teaching due to covid transmission rates. For some, access to online learning has been challenging, whilst for others, this has been successful and allowed students to be better focused. Coverage of curriculum and examination content has varied as schools have tried to cover different themes and ideas with a much reduced time in school. I know that some of our older students have been anxious about this.

The examinations and national assessments that are being undertaken now will provide each child, and you as a parent, with an understanding of what has been learned, but also what the next learning steps need to be. Due to the significantly different experiences of schools and of children over the last two years, we all recognise that it is not possible to use the outcomes of this year's examinations and assessments to compare school with school, or pupil with pupil. As a local authority, we recognise this, and I do urge you as parents to understand why we feel this way.

I know that our teachers will be working with your child to build on the strengths and learning points arising from the examinations and assessments they have been through. I also know that this year's outcomes could be different to those seen in schools before the pandemic. The journey of recovery does take time, but I can assure you that every one of us is doing what we can to ensure our children learn and continue to do so in order to achieve their ambitions for the future.

Yours sincerely

Paul Wagstaff

Assistant Director: Education & Skills



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Rustington
BN16 3BU

Free
Refreshments



Alternate Wednesdays
09.30 - 11.00
Summer term
11th & 25th May
8th & 22nd June
6th & 20th July

For more information
contact Becca
07742 421160



THE CHICHESTER DIOCESAN ASSOCIATION FOR FAMILY SUPPORT WORK
CHARITY NO 281557 - A COMPANY LIMITED BY GUARANTEE REGISTERED NO 1480903



June 2022

Dear Sir or Madam

LITTLEHAMPTON BADMINTON AND SQUASH CLUB

SUMMER SCHOOL – 1 TO 5 AUGUST 2022

I am pleased to be able to advise you that the Littlehampton Badminton and Squash Club has been successful in securing a grant to host a summer school for students aged between 8 and 18.

The summer school will run from 1 August to 5 August, and it will be held on each weekday between the hours of 1400 hours and 1600 hours.

The sports that will be available are badminton, squash and table tennis. All equipment will be provided. We will have fully qualified coaches available for badminton and squash.

The summer school is aimed at students who are interested in playing these sports with either no or little experience. We wish to encourage as many students as possible to participate in these activities which are well known for the beneficial long term health benefits and also to develop eye to hand coordination.

Attendance at the event is free but there will be small charge of £10 for the five days to cover one drink per day. Additional refreshments can be purchased at the club bar.

There are 40 places available strictly on a first come first served basis. To book places, please contact hello@lbsc.org.uk initially giving names and ages of students and places will be confirmed on receipt of the £10 refreshment fee for each student.

This letter is being sent to all mainstream primary and secondary schools with a Littlehampton postcode.

Yours faithfully

John Chard
Chair
Littlehampton Badminton and Squash Club

CONTACT US

As always, if you have any questions or comments in response to this letter or about any other matters, please contact the Committee at, hello@lbsc.org.uk and we will deal with your enquiry as quickly as possible.

LBSC, Sparks Court, Littlehampton, BN17 5AS

01903 713217



Dear Parents and Carers,

Premier Education are extremely excited to offer our fully funded Summer HAF Programme Holiday Courses this Summer Holidays in partnership with West Sussex County Council and six local venues -

- West Park Primary School, Marlborough Road, Worthing, BN12 4HD
- Our Lady of Sion Senior School, Gratwicke Road, Worthing, BN11 4BL
- The Angmering School, Angmering, Littlehampton, BN16 4HH
- Barnham Community Hall, Yapton Road, Barnham PO22 0AY
- Chanctonbury Leisure Centre, Spierbridge Road, Storrington, RH20 4BG
- Sompting Village Primary School, White Styles Road, Lancing, BN15 0BU

The Department for Education (DfE) have granted Local Authorities funding to provide Holiday Activities with Food (HAF) to cover the Easter, Summer and Christmas Holiday Periods for 2022. The aim is to support children and young people who are eligible for Free School Meals to access high quality activities and food free of charge over each of these holiday periods.

All camps will run Monday 25th July – Friday 26th August 9-4pm
with drop off from 8.30am for 5 – 12 year olds. Single day bookings are available.

You should have received your child's HAF ID number direct from WSCC. If not, please email HAF@westsussex.gov.uk or call 03002224144, the HAF ID number will need to be entered when booking online into the Referral Tracking section. We will cross reference all our registers with local schools and WSCC to ensure all bookings are eligible.

Due to limited availability of the HAF Summer Programme and high demand for places, it is essential that you notify us no less than 24 hours before your booking commences if your child is unable to attend. This will allow the club to offer your place to another child. If your child fails to attend a session that you have booked and you have not advised us further bookings may be cancelled. Failure to communicate that your child isn't attending could result in you being unable to book places under future HAF Programmes.

Spaces are limited so please book quick to avoid disappointment!

Please click on the venue below for the online booking links:
Courses 'Holiday Activities & Food Camp' HAF

West Park Primary School - Multi Activities, Performing Arts & Gymnastics

<https://www.premier-education.com/parents/venue/courses/2787/?location=bn12&search=camps&radius=10>

Our Lady of Sion Senior School - Multi Activities & Performing Arts

<https://www.premier-education.com/parents/venue/courses/24034/?location=bn11&search=camps&radius=10>

The Angmering School - Multi Activities & Performing Arts

<https://www.premier-education.com/parents/venue/courses/23534/?location=bn16&search=camps&radius=10>

Barnham Community Hall - Multi Activities

<https://www.premier-education.com/parents/venue/courses/22588/?location=po22&search=camps&radius=10>

Chanctonbury Leisure Centre - Multi Activities

<https://www.premier-education.com/parents/venue/courses/23993/?location=rh20&search=camps&radius=10>

Sompting Village Primary School - Multi Activities & Performing Arts

<https://www.premier-education.com/parents/venue/courses/13007/?location=bn15&search=camps&radius=10>

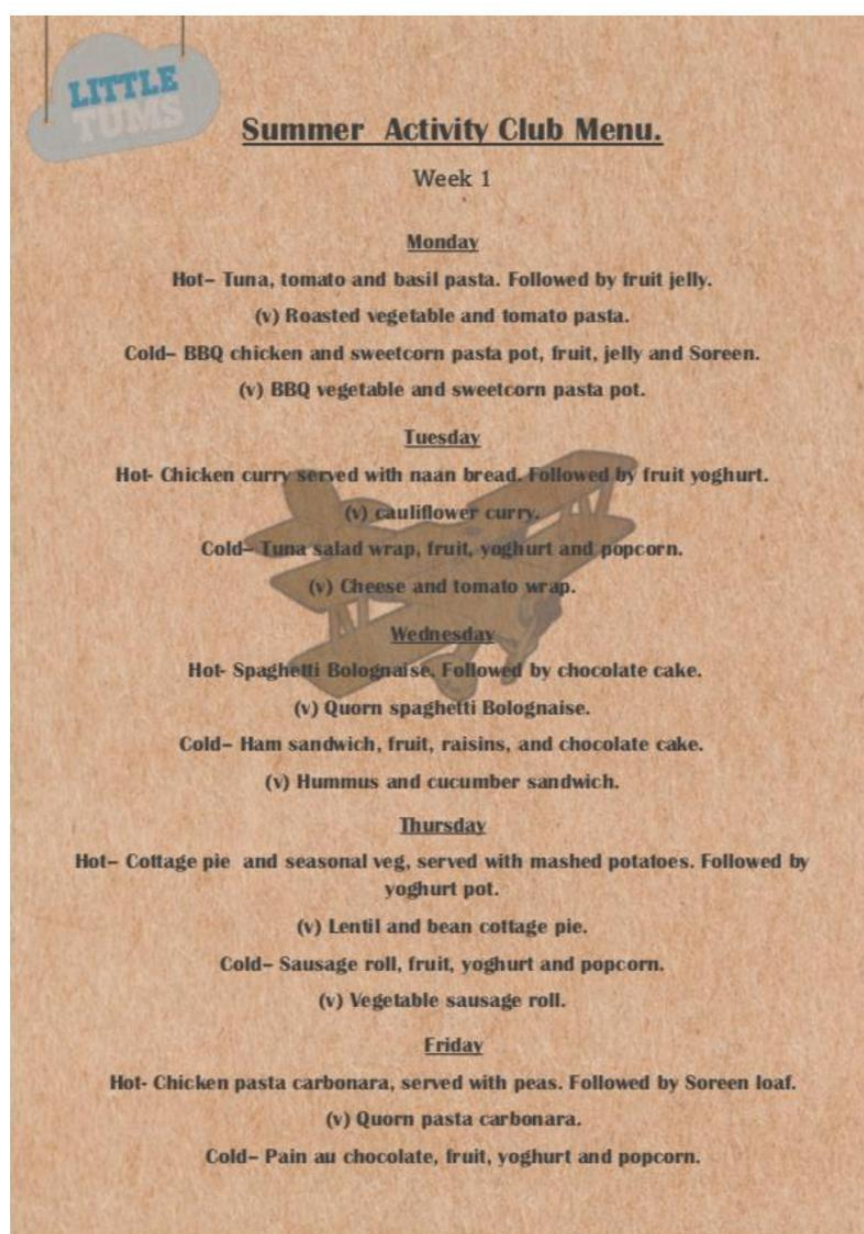
Example Weekly Timetable – Multi Activities

THEME – WORLD CUP SPECIAL						
TIME	AGES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.30-9AM	ALL	START ACTIVE – EARLY BIRD CLUB				
9-9.45AM	ALL	REGISTRATION, ICE BREAKER GAMES & WELCOME TALK				
9.45-10.45AM	5-7 YEAR OLDS	MULTI SKILLS	GYMNASTICS	WELLBEING WEDS	RUN JUMP THROW	ULTIMATE FRISBEE
	8-12 YEAR OLDS	CRICKET	BASKETBALL	WELLBEING WEDS	ATHLETICS	TEAM CHALLENGE
10.45-11AM	ALL	MORNING BREAK				
11-12PM	5-7 YEAR OLDS	BENCH BALL	MULTI SKILLS	CRICKET	ARTS & CRAFTS	DODGEBALL
	8-12 YEAR OLDS	BALL GAMES	GYMNASTICS	BENCH BALL	ARTS & CRAFTS	ULTIMATE FRISBEE
12-1PM	ALL	LUNCH, GOLDEN TIME, CREATIVE TASKS / CHALLENGES				
1-2PM	5-7 YEAR OLDS	SEND & RETURN	DODGEBALL	HIT CATCH RUN	BALL GAMES	MULTI SKILLS
	8-12 YEAR OLDS	DODGEBALL	FITNESS/CIRCUITS	CRICKET	BASKETBALL	MULTI SPORTS
2-2.15PM	ALL	AFTERNOON BREAK				
2.15-3.15PM	5-7 YEAR OLDS	FOOTBALL	NETBALL	HOCKEY	CRICKET	PREMIER CUP
	8-12 YEAR OLDS	FOOTBALL	NETBALL	HOCKEY	CRICKET	PREMIER CUP
3.15-4PM	ALL	AWARDS, CELEBRATION & PERFORMANCE TIME				
4PM	ALL	DE-REGISTRATION				

THEME – FUTURE SPORTS STARS						
TIME	AGES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8.30-9AM	ALL	START ACTIVE – EARLY BIRD CLUB				
9-9.45AM	ALL	REGISTRATION, ICE BREAKER GAMES & WELCOME TALK				
9.45-10.45AM	5-7 YEAR OLDS	MULTI SKILLS	JUST DANCE	BALL GAMES	TAGGING GAMES	MULTI SKILLS
	8-12 YEAR OLDS	TRI GOLF	HOCKEY	CRICKET	BASKETBALL	BALL GAMES
10.45-11AM	ALL	MORNING BREAK				
11-12PM	5-7 YEAR OLDS	FOOTBALL	ARTS & CRAFTS	CRICKET	TENNIS	PARACHUTE GAMES
	8-12 YEAR OLDS	ATHLETICS	ARTS & CRAFTS	DANCE	HOCKEY	DOGEBALL
12-1PM	ALL	LUNCH, GOLDEN TIME, CREATIVE TASKS / CHALLENGES				
1-2PM	5-7 YEAR OLDS	TRI GOLF	PARACHUTE GAMES	WELL BEING WEDS	HOCKEY	DOGDEBALL
	8-12 YEAR OLDS	FOOTBALL	BALL GAMES	WELL BEING WEDS	TENNIS	FOOTBALL
2-2.15PM	ALL	AFTERNOON BREAK				
2.15-3.15PM	5-7 YEAR OLDS	CRICKET	COACH VS KIDS	FOOTBALL	TOTALLY TOURNAMENTS	INFLATABLE FOOTBALL DARTS
	8-12 YEAR OLDS	BENCH BALL	COACH VS KIDS	FOOTBALL	TOTALLY TOURNAMENTS	INFLATABLE FOOTBALL DARTS
3.15-4PM	ALL	AWARDS, CELEBRATION & PERFORMANCE TIME				
4PM	ALL	DE-REGISTRATION				

Improving children's
health & wellbeing
through active learning.

Example Weekly Food Menu - Hot Food



Improving children's
health & wellbeing
through active learning.



SUMMER OF FUN!

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HOLIDAY
CAMPS**

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ACTIVITY**

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YOUR NEAREST CAMP**
or visit premier-education.com/holiday-camps

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PREMIER CAMPS NEAR YOU

Worthing

*West Park Primary School, BN12 4HD
Multi Activities, Performing Arts & Gymnastics
*Lady of Sion Senior School, BN11 4BL
Multi Activities & Performing Arts

Arun

*The Angmering School, BN16 4HH
Multi Activities & Performing Arts
*Barnham Community Hall, PO22 0AY
Multi Activities

Lancing

*Sompting Village Primary School, BN15 0BU
Multi Activities & Performing Arts

Pulborough

*Chanctonbury Leisure Centre, RH20 4BG
Multi Activities

All camps 9-4pm
drop off from 8.30am
£19.99 per day
Use online code
WS25 for 25% off

*Worthing Leisure Centre, BN12 4ET Multi Activities Book directly with Worthing Leisure Centre
www.southdownsleisure.co.uk

PLEASE BRING

A packed lunch
Plenty of water
Suitable clothing
Loads of energy!

Enjoy peace of mind, knowing that your children are in safe hands with our DBS checked coaches.

We've welcomed thousands of attendees over the years, so we know the best ways to keep children happy, active, and safe.

Book now for a summer holiday they will never forget.



**SCAN HERE TO FIND
YOUR NEAREST CAMP**

or visit premier-education.com/holiday-camps



BENEFITS OF A CHARTWELLS SCHOOL MEAL

Price

Chartwells school meals are cheaper a day than packed lunches, which could save you £239 a year.

Nutrition

Chartwells school meals are lower in calories, fat, saturated fat, sugar and salt than packed lunches.

They also contain more portions of fruit and vegetables than the average packed lunch.

School performance

School meals provide the appropriate energy and nutrients for children, which may improve their behaviour, concentration and school performance.

Time

You could save 1950 minutes a year by opting for a school meal instead of preparing a packed lunch everyday.



WEEK 1 MENU

25-Apr 16-May 06-Jun 27-Jun 18-Jul 08-Aug 29-Aug 19-Sep 10-Oct 31-Oct 21-Nov 12-Dec 02-Jan 23-Jan 13-Feb 06-Mar 27-Mar



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Hot Main Dish	Sausages, Mash & Gravy Pork & beef sausages in gravy	Macaroni Cheese Macaroni in a creamy cheese sauce	Roast Chicken with Roast Potatoes and Gravy Roast chicken with roasties and gravy	Cheese & Tomato Pizza Deep base pizza with a cheese & tomato topping	Fish & Chips Our traditional Friday favourite
Alternative Dish	Butternut Squash & Chickpea Curry & Rice Chunky vegetables in a mild curry sauce	Mild Bean Chilli & Rice Baked bean chilli and fluffy rice	Sweet Potato and Chickpea Roast with Roast Potatoes and Gravy Chunky sweet potato and chickpea roast	Beef Pasta Bolognese A classic Italian beef bolognese in tomato sauce	Dippers and Chips Crispy Quorn nuggets
Jacket Potato	Jacket Potato with Salmon Mayo	Jacket Potato with Veggie Bolognese	Jacket Potato with Cheese	Jacket Potato with Baked Beans	Jacket Potato with Cheese
Vegetables	Golden Sweetcorn or Salad	Rainbow Vegetables or Salad	Carrots and Cabbage	Garden Peas or Salad	Baked Beans or Salad
Desserts	Smooth Fruit Yoghurt	Apple, Orange & Melon Fruit Bowl	Cranberry Shortbread Biscuit	Pear & Chocolate Sponge	Jammy Jack Flapjack

Bread, Milk, Salad, Water & Fruit available every day. Ketchup served on Friday

Vegetarian Oily fish Wholegrain Fruity! Nutritionist's Choice

SPRING/SUMMER 2022

WEEK 2 MENU

02-May 23-May 13-Jun 04-Jul 25-Jul 15-Aug 05-Sep 26-Sep 17-Oct 07-Nov 28-Nov 19-Dec 09-Jan 30-Jan 20-Feb 13-Mar 03-Apr



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Hot Main Dish	Chicken Korma & Rice	Cheese & Tomato Pizza	Roast Ham with Roast Potatoes and Gravy	Classic Beef Burger	Fish & Chips
	Mild creamy korma sauce and fluffy rice	Deep base pizza with a cheese & tomato topping	Ham in gravy with roasties and gravy	Served with salad & diced potatoes	Our traditional Friday favourite
Alternative Dish	Quorn Sausage, Mash & Gravy	Beef Pasta Bolognese	Sweet Potato and Chickpea Roast with Roast Potatoes and Gravy	Mild Bean Chilli & Rice	Cheese & Vegetable Frittata & Chips
	Sausage in gravy with mash potato	A classic Italian beef bolognese in tomato sauce	Chunky sweet potato and chickpea roast	Baked bean chilli and fluffy rice	Oven baked omelette and chips
Jacket Potato	Jacket Potato With Cheese	Jacket Potato With Baked Beans	Jacket Potato With Tuna Mayo	Jacket Potato With Cheese	Jacket Potato With veggie bolognese
Vegetables	Garden Peas or Salad	Green Beans or Salad	Carrots and Cabbage	Golden Sweetcorn or Salad	Baked Beans or Salad
Desserts	Cranberry Shortbread Biscuit	Smooth Fruit Yoghurt	Pear & Chocolate Sponge	Apple, Orange & Melon Fruit Bowl	Muesli Flapjack

Bread, Milk, Salad, Water & Fruit available every day. Ketchup served on Friday

Vegetarian Oily fish Wholegrain Fruity! Nutritionist's Choice

SPRING/SUMMER 2022

WEEK 3 MENU

09-May 30-May 20-Jun 11-Jul 01-Aug 22-Aug 12-Sep 03-Oct 24-Oct 14-Nov 05-Dec 26-Dec 16-Jan 06-Feb 27-Feb 20-Mar 10-Apr

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

Hot Main Dish	Macaroni Cheese ✓	Sausages, Mash & Gravy	Roast Beef with Roast Potatoes and Gravy	Cheese & Tomato Pizza ✓	Fish & Chips
	Macaroni in a creamy cheese sauce	Pork & beef sausages in gravy	Sliced roast beef with roasties and gravy	Deep base pizza with a cheese & tomato topping	Our traditional Friday favourite
Alternative Dish	Chicken Tikka Masala & Rice ♥	Cheese & Tomato Pasta ✓	Quorn Sausage with Roast Potatoes and Gravy ✓	Butternut Squash & Chickpea Curry & Rice ♥	Veggie Burger & Chips ✓
	Mild tikka sauce and fluffy rice	Creamy cheese & tomato sauce with pasta	Quorn Sausage in rich gravy with roasties	Chunky vegetables in a mild curry sauce	Quorn Pattie in a bun with chips
Jacket Potato	Jacket Potato With Tuna Mayo	Jacket Potato With Baked Beans ✓	Jacket Potato With Cheese ✓	Jacket Potato With Veggie Bolognese ♥	Jacket Potato With Cheese ✓
Vegetables	Green Beans or Salad	Garden Peas or Salad	Carrots and Cabbage	Rainbow Vegetables or Salad	Baked Beans or Salad
Desserts	Jammy Jack Flapjack	Apple, Orange & Melon Fruit Bowl ✓	Pineapple Sponge ✓	Smooth Fruit Yoghurt	Muesli Flapjack

Bread, Milk, Salad, Water & Fruit available every day. Ketchup served on Friday

Internet School Meal Ordering System User Guide

Meals must be ordered by midnight on the Sunday, one full week in advance of eating.

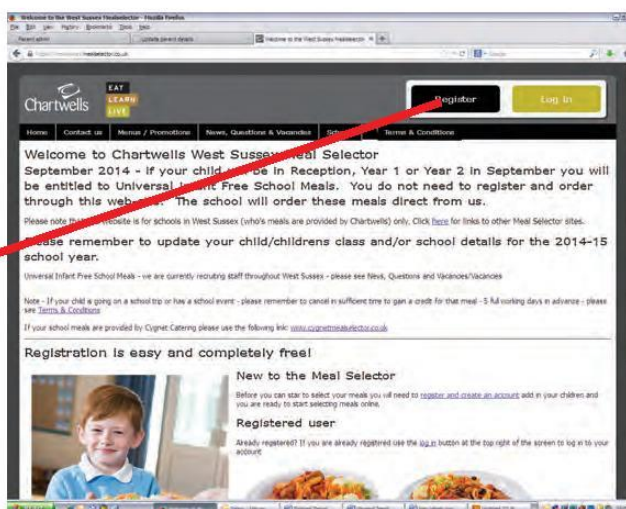
Connect to the Mealselector web site by typing www.mealselector.co.uk in the Microsoft Internet Explorer address area.

If you are using the web site for the first time you will need to register - the process is very simple.

You will need to answer a few question about yourself and then about your child or children.

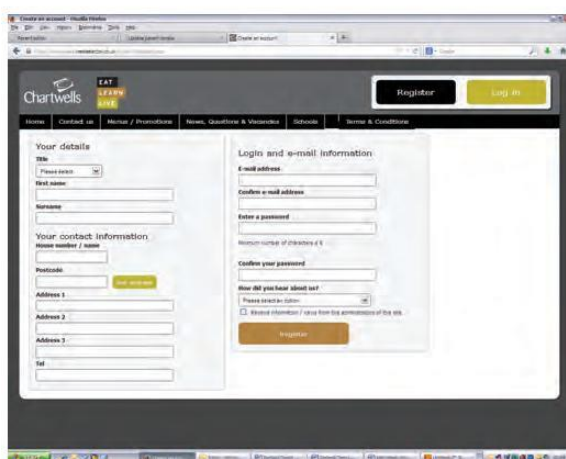
Click the 'Register' button.

If you have more than one child and they are at different schools, you will **NOT** need to register twice, just add the additional child to your profile.



Enter all of your details on the form.

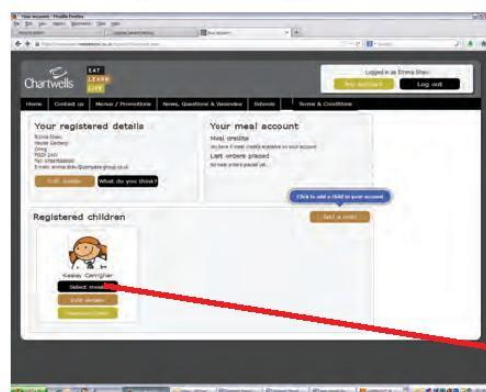
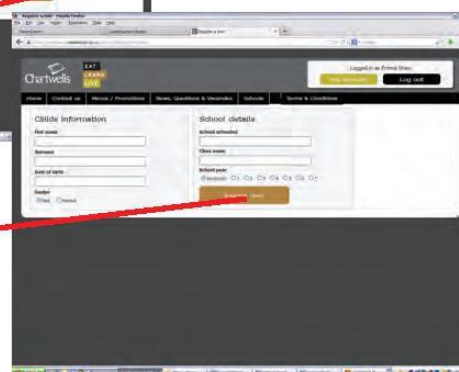
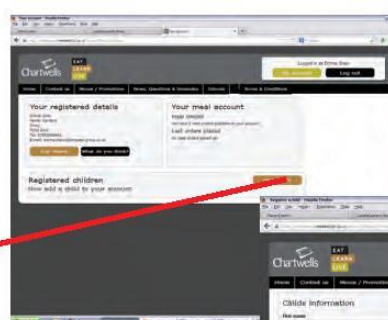
Choose a password that is easy to remember and then click the button to process your registration. This will then show you a summary of what you have entered, if any details are wrong you can edit them.



After registering your details you will now register your child or children's details, do this by clicking the 'add a child' button.

Please ensure you enter all details (class and date of birth).

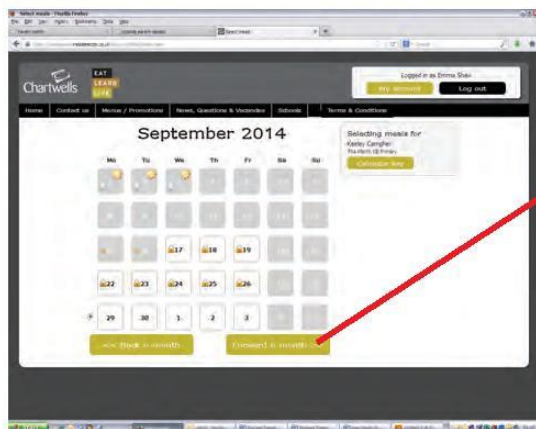
The click 'Register Child'.



You will now see an overview of the details you have entered (You may change any of your details).

To add another child you will need to click on the 'add a child' button. (You will then need to enter details for your second child).

To select meals for your child you will need to click on the black 'select meals' button, this is located under your child's name.



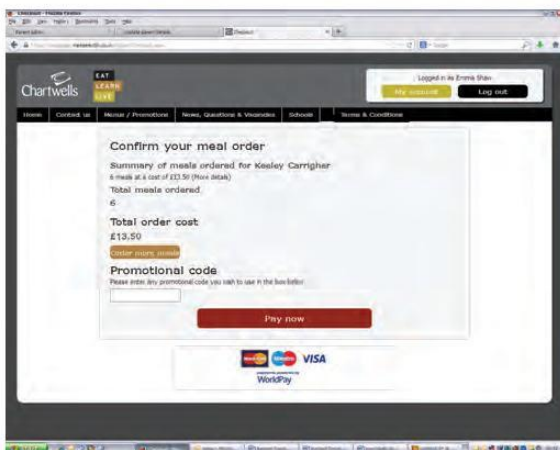
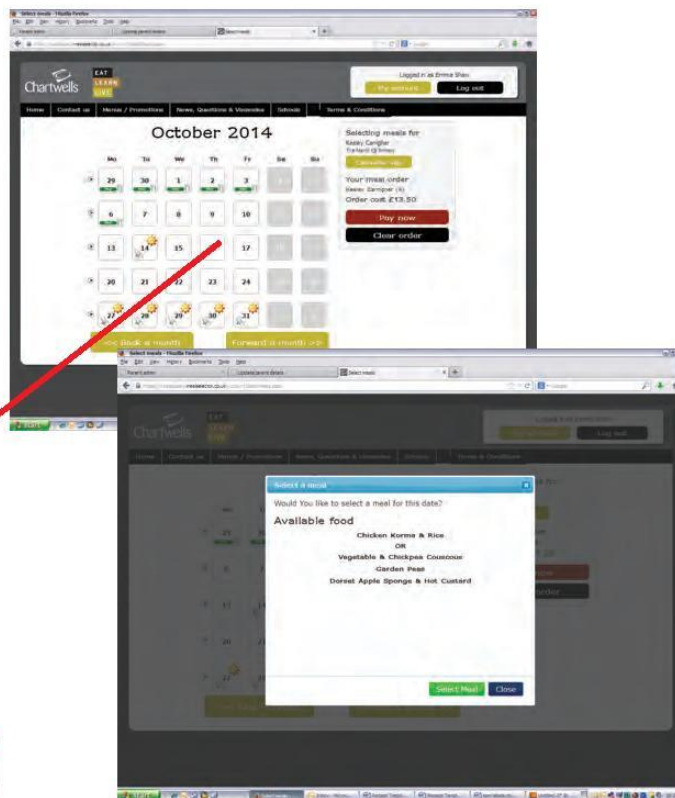
The screen will open to the calendar on the current month. The month can be changed to previous or forthcoming months by selecting either of the buttons at the bottom of the calendar:

To order meals simply click on the date that the meal is required.

A new screen will appear showing you the menu for that particular day. You will need to confirm you wish to order this day by clicking the 'select meal' button.

When you have selected the meals that you want to order the screen will look like this - (Note that you do not have to order for a complete week and can select any days you wish - **there is no minimum order**).

Once the meals are selected you will need to click on the 'Pay Now' button which is on the right hand side of your screen.



The order summary shows the total number of meals ordered and the amount you will need to make payment for. If you have any credit meals from cancellations you have made through the web site the amount will be deducted from your total payment.

You must proceed to the payment section for the selected meals to be reserved for your child or children.

The payment section is a secure site managed by WorldPay, and therefore we show images.

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

E-Mail - support@mealselector.co.uk

or Telephone: 01159 245 400 extension 222 - office hours only

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

www.mealselector.co.uk