

Hexischools FOR VISITING PRIMARY SCHOOLS

Kariong Mountains High School Canteen has an easy-to-use online ordering system called Flexischools. It's a hassle-free way of ordering your child's meal deal lunch, snack, ice cream or drinks from our canteen. All you need to do is register, load some funds then start ordering.

HOW TO SET UP YOUR FLEXISCHOOLS ACCOUNT

You can register by following these steps: •Download the Flexischools App from the App store or Google Play and click 'Like to register?' or click on the 'Register' button at the top right of the website.

•Submit your email address to create an account.

•Go to your inbox and open the registration email from Flexischools.

•Click on the link provided (or copy and paste the link into the address bar in a new internet browser window).

•Follow the registration process, creating a password and completing your personal details.

•Once your account is set up, log into the Flexischools App or click on 'Log in' at the top right of the website.

•Your child's year level is "primary schools & school"

•Add users to your account. This could be your children, or yourself, if you are a staff member or friend of the school.

EXISTING FLEXISCHOOLS PARENTS DO NOT CHANGE THE EXISTING STUDENTS DETAILS FOR YOUR PRIMARY SCHOOL. Parents can simply add a new child to the account

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IS NOW AVAILABLE FOR ON-LINE ORDERING IN OUR CANTEEN

and have multiple children across different schools.

Flexischools Website (Desktop Site)

Select 'Log in', click the 'Student' tab on the left side of the screen, search for the school name, enter the details and select the primary schools & primary school.

Flexischools App

Select the Profile icon on the grey navigation bar. Select 'Student' then 'add a student'. Finally, select your child's primary schools & primary school, enter details and select the green 'Save' button.

NOW YOU'RE READY TO ORDER

On the app home screen, scroll down to view the "primary school first break" service. Select your meal deal and drink, then your payment option and **complete** payment to place your order.

CUT OFF TIME TO ORDER IS 12.00NOON THE DAY PRIOR TO THE DAY.



STAFF CANTEEN NOTES

Kariong Mountains High Canteen is very excited about your primary school visit. Staff are welcome to order the special meal deal on offer or something off our menu if you wish. Our canteen menu is found on our school website.

To make this day a success, I would like to ask for your help with the students' lunch orders.

INFO FOR THE TEACHERS

- Please handout a meal deal flyer to every student attending the high school visit asap to give the parents time to order.
- Can you please tell the students the following info......

There are TWO ways to order this special meal deal lunch.

<u>The 1st</u>, and our preferred way, is online with Flexischools. It's a very easy way to order. Just download the app, logon and look for Orientation Day meal deal. (See attached Flexischools flyer for instructions)

Or <u>the 2nd</u> way is to print & cut out your choice of meal deal, then tape it onto a lunch bag, enclose the money & <u>drop it</u> <u>off to the Kariong Mountains High front office.</u>

Last orders taken at 12.00noon, on Monday 29/11/21.

Remember to tick your choice of drink.

- **NO NEED TO COLLECT ANY LUNCHES**. As said above, the lunches are to be ordered on line or dropped off to the high school office. Can you please encourage online ordering as its easier for everyone.
- Can you please remind the students on <u>Friday 26/11/21</u> that last orders taken at 12.00noon, on Monday <u>29/11/21.</u>
- On the day, I will need your assistance <u>HANDING OUT YOUR CLASS' LUNCH ORDERS</u>. This should only take 5mins. Lunches will be handed out on the side of the canteen, closest to the hall.

Thank you for helping make this special day a success.

Thank you, Marie Connolly, Canteen Manager, Kariong Mountains High School P&C 4340 0246