

WHEN IS THE CANTEEN OPEN?

The canteen operates Monday - Friday and is open for recess and lunch. Early lunch orders are available for Friday PSSA sport. The lovely Tiziana runs the canteen with a roster of volunteers to assist her. If you can help, even for an hour, please email canteen@putneypc.org.au.

HOW DO I ORDER?

1. **Online using School24** - see next page for how to set up an account and place an order. This method is preferred if possible please.
2. **Cash** - write your child's name, class and order on an envelope and place the money inside. Place the order in the box outside the canteen by 9:15am.

HOW DOES MY CHILD COLLECT THEIR ORDER?

Recess orders or PSSA orders (Friday) are collected by students from the canteen at recess. Lunch orders (except frozen items) will be delivered to the student's class room. **Students must take their lunch bag to the canteen after eating time to collect frozen items.**

WHERE CAN I FIND MORE INFO eg THE MENU?

Visit us on Facebook: facebook.com/bamboosnackshack.putney

HOW CAN I SUPPORT THE CANTEEN?

The P&C are always appreciative of any help! You can support us by:

1. Ordering from us, particularly early in the week as these are our quiet days.
2. Volunteering - we'd love your help even for an hour. Please email canteen@putneypc.org.au.
3. Helping us reduce costs - do you own or work for a company who could provide a discount on food or packaging? We'd love to hear from you. Please email canteen@putneypc.org.au.

Voting at P&C meetings determines how canteen profits are used to support the school.

HOW CAN I MINIMISE FEES?

A surcharge of 1.5% + 0.30 cents applies to all card transactions. To reduce the amount of times you pay the 30 cents you can use the balance feature of School24.

1. Log into school24.net.au or the School24 app
2. Select 'TopUp/Recharge' from the top menu
3. Select your top up amount and click 'Pay using Card'
4. Enter your card details and press 'Pay'
5. **Ensure you select 'Pay Using Balance' when you are checking out orders**

HOW DO I ORDER ITEMS FOR MY CHILDS CLASS?

A bucket of ice blocks (Zoooper Doopers or Quelch) can be ordered at a discounted rate for all the children in your child's class on birthdays, special occasions or even just hot days (if you're feeling generous). See the "Birthdays and Events" section on School24 to order.

HOW DO I SET UP AN ACCOUNT?

You need to go to school24.net.au to register an account.

1. Log In | Register -> 'Register Now'
2. **Enter School ID as 25198963**
3. Complete rest of details, agree to T&Cs and click Submit
4. Check your email and activate your account by clicking the link
5. Return to School24 and log in
6. Click on Students -> 'Add New Student'
7. Complete student name, allergies and class - the rest of the fields can be left blank
8. Click 'Save Student'
9. Repeat steps 6-8 for each of your children attending PPS (who are not already setup)

HOW DO I PLACE AN ORDER WITH SCHOOL24?

1. Log into school24.net.au or the School24 app
2. Click on Canteen -> 'Order Lunch' (this is also for recess orders)
3. Select date of order (**please make sure you double check this is correct**)
4. Click Start Ordering
5. Click on the 3 horizontal lines in the top left to see food selections. Note that the menu is split into recess and lunch - please ensure you are ordering for the correct time.
6. For each item:
 - a. select the child(ren) you want to order for and the quantity **per child** that you wish to order. Eg if both your children want a chocolate milk then you would place a tick next to both their names and enter a Qty of 1.
 - b. Click 'Add to Cart'
 - c. If there are options available for the item then a popup screen will appear. Select options required then 'Add to Cart'.
7. Click the cart symbol at the top right of the screen and select 'Proceed to Checkout'
8. Select "Early Meal Process" if your child requires their lunch early (e.g. for PSSA on Fridays)
9. You can select 'Pay Using Balance' (see below on how to add money to your balance) or 'Pay Using Card'. If selecting card, enter card details and press 'Pay'.
10. You will receive an email confirming your order.

HOW DO I CHANGE MY CHILD'S CLASS?

At the start of every year you'll need to update your child's class.

1. Log into school24.net.au or the School24 app
2. Click on Students -> Click the blue pencil to edit the student
3. Change the class by selecting from the drop-down menu
4. Click Save Student
5. Repeat steps 2-4 for each of your children attending PPS

HELP I FORGOT TO PUT AN ORDER IN!

All is not lost. Please call the office and ask to be put through to the canteen. Tiziana will inform you what she can offer your child. **Please ensure you have money in your account before ringing.**