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6th April 2011

Dear Parents,

FANTASTIC NEWS!! OUR CANTEEN IS ONLINE!!



Kay & Marie are proud to announce the launch of our canteen Online ordering system – with School24.

On Thursday 28th April (start of Term 2) our Online Ordering System will be available for you to start ordering your children's lunch orders at home, at the office, and at anytime. If you intend using the Online ordering system you will need the following family code when you register.

Family Name :

Family Code :

Eldest Child's Name :

Class :

REGISTERING FOR ONLINE ORDERING

1. Go to <https://www.scamps.com.au> (School24 site)
2. Click on REGISTER
3. In the section 'Parents of existing schools type the Sacred Heart School Registration I.D **25131963**
4. Fill in your registration form with Parent details – Submit
5. This will take you to a Login area - login with Parent details – you will now be in your account
6. Add users - to create your child's profile etc. Each child in your family needs to be added individually for the current school year.

Online ordering works by using money already in your school account. Before you commence ordering you will need to put money in your account.

CREATING AN ACCOUNT FOR ONLINE ORDERING

On your home page you will see "Account Top Up" – this is where you will find details on how to credit your account to commence ordering and also send us a top up request form notifying us of the deposit you will be doing.

There are two ways of depositing money into your ordering account.

1. CASH - The Quickest way

You can pay cash directly to Kay or Marie on the days that the canteen is open and we will enter your deposit amount and credit your account immediately.

2. Direct Transfer from YOUR bank account –

Please note this takes up to **2-3 days** to receive and credit your account.

You can pay via direct transfer directly into the school canteen account. These details are listed when you enter into your account Top Up section in your School24 account.

Account Name: Catholic Development Fund

BSB: 062 784 **Account:** 12787100

IMPORTANT

** Please note that to be able to order for the first week back to school in Term 2 you must transfer funds or credit your account before **Tuesday 20th April** so we can process the credits before the start of Term 2.

IMPORTANT THINGS TO KNOW WHEN USING SCHOOL 24:

- The service has been trialled by parents and staff over Term 1 and has worked successfully.
- The School24 site uses a secure bank transfer protocol. If you are concerned about internet security it is advisable to pay cash directly to the canteen.
- When doing a bank transfer **you must provide your school I.D/ family code and name on your deposit details so we can correctly credit your canteen accounts.**
- School24 is a **FREE** service - there are no charges from the school or School 24 site. However please refer to your bank policy as bank charges may apply.
- School24 keep the site and the service available by making advertising available on the site. Many community members ask the school if they can advertise their business within our school.

Now you can..... School 24 offers an advertising space. For more information you can contact School 24 direct on 0448 404 485. All advertising is approved by the Principal of each school prior to any listing being approved on our school ordering website.

Whilst we have set up our menu in the simplest format, should you have any concerns or feel that we have missed an item or can improve on anything please do not hesitate to let us know.

Thank you all for being so patient and we look forward to our first lot of online lunch orders when we return after Easter.

Regards,

Kay Neale & Marie Nero
CANTEEN CO-ORDINATORS