



Announcement to Schools

Our school is pleased to announce that we are now using an online lunch ordering system called *Flexischools*. Australia's #1 school ordering solution, *Flexischools*, operates in more than 1800 schools across Australia, enabling cashless ordering and payments for schools.

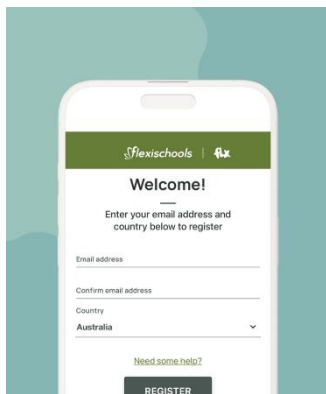
How to set up your *Flexischools* account

Simply [download the *Flexischools* App](#) from the Apple or Google stores and follow the prompts to create an account.

You can also sign up through the *Flexischools* website flexischools.com.au

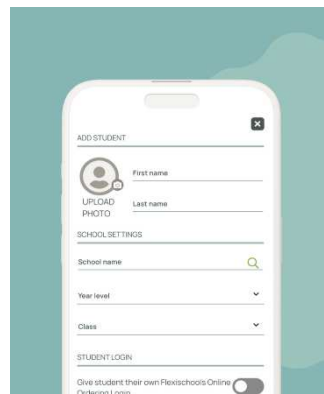


If you already have a *Flexischools* account, you can simply add a new student to your existing account.



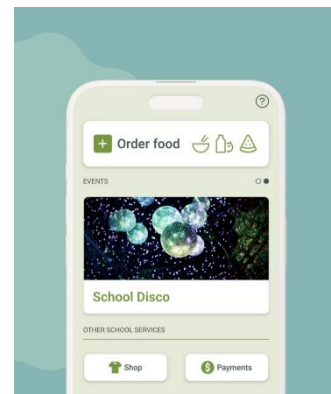
1. Download the app

The *Flexischools* app is the easiest way to place online lunch orders from your school.



2. Register

- Open the *Flexischools* App and click 'Register'.
- Submit your email address to create an account.
- Go to your inbox and open the registration email from *Flexischools*.
- Click on the link and follow the registration process.



3. Log in to your *Flexischools* account and enter your child's details

- Select the 'Profile' icon on the navigation bar.
- Under 'Students', click 'Add new'.
- Enter your child's name, school, year level, and class.
- Click 'submit'.

How to order

- Click the 'Order Food' button at the top of the home page.
- Select which student you would like to place the order for.
- Choose which service, and date you would like to place the order for.
- Make your selections by adding items
- Click "View Order", then "Checkout & Pay"

Tip: Pay-as-you-go for each order, or top-up your *Flexischools* Wallet.

Student Login

Enter your child's email address so they can order their own lunch through their *Flexischools* account on their device. It's a great way for them to pick what they want, while you stay in control with daily spending limits and automatic top-ups. Simple and stress-free!

Cancelling your order

Orders can be cancelled through the *Flexischools* app prior to being sent to the canteen supplier each morning.

To cancel your order, click on "Orders" in the *Flexischools* app and then click on the order you wish to cancel. If the order is still available to cancel, simply click on the cancel button. The full amount of your order will be refunded to your *Flexischools* Wallet.

If the order is not available to cancel, please contact your canteen supplier directly.

Fee & Charges

A 29c order fee is charged on every canteen order placed through the *Flexischools* App. This fee is in addition to the cost of the canteen items and is charged at the time of purchase.

There is an additional surcharge for purchases or account top ups made by credit card, debit card or PayPal which is clearly detailed when you check out or add funds into your wallet. However, parents can top up their *Flexischools* wallet by Bank Transfer which incurs no surcharge. Click here to [view instructions](#).

Please visit our [Help & Support](#) section for additional information and tips.

Our Terms & Conditions can be found here: [Legal & Privacy](#)

Parent Support Line: 1300 361 769 (7am - 12pm, Mon-Fri AEDST)