June 2024

Select - Online Payment System

Dear Parent or Guardian,

PUPIL NAME:

I am delighted to inform you that we have a school meals booking system called Select.

This is the only way that you will be able to order, pay and pre-book school meals. All children in Reception, Year 1 and Year 2 are entitled to free school meals.

Using Select means that you can:

- Order your child/children's preferred menu choice in advance

- Pay for school lunches via the system, or pre-book meals if your child/children are entitled to Universal Free School Meals or Free School Meals

- Order one day at a time, per week or a month in advance from the beginning of each term

- You can register more than one child using one email account

How to register:

Below is the link to our website to register your child/children

Website link: **https://select.aspens-services.com**

You will be required to register on the system, then an email will be sent for you to confirm your email address. Please accept the email within 5 minutes of registration. Check your 'spam' folder if you have not received the confirmation email.

Please ensure that you complete this registration at least 48 hours before your 1st order date and also pre-order your child's meals even if you are entitled to Universal Free Schools Meals or Free School Meals.

From **Tuesday 23rd July 2024** you will have access to Login to your account with the codes below to buy credits and order meals

School Code: **632948**

Child Code:

Frequently Asked Questions / Help

Once you have signed onto the website, click the **Help / FAQs section** at the top of the page if you would like further guidance.

Help / FAQs ⓘ

The Help /FAQ covers useful topics such as:

1. Adding a child to your account.

2. Purchasing Meal Credits.

3. Order / Cancel Meals.

If you require a child or school code please contact the school.

There are also video tutorials available in the **Need Help Section** at the end of the webpage.

Need Help?

If you require any further assistance with the online system, please either contact the school or use the contact details provided at the end of the webpage.

Thank you
Aspens Support Team