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Dear Parents/Carers

**RE - Online School Meals Payment System (IMPORTANT DETAILS CONTAINED – DO NOT DISCARD)**

**IMPORTANT – If you are going to be paying for your child’s school meals and need to set up an online account, please email either [lindsey.kinnon@greenpark.kent.sch.uk](mailto:lindsey.kinnon@greenpark.kent.sch.uk), or [office@greenpark.kent.sch.uk](mailto:office@greenpark.kent.sch.uk) stating your child’s name. We will then send you your child’s individual student ID (SIM) to enable you to set up an account.**

We have now outsourced our school meals service to Caterlink. As part of the new service you will have the ability to pay for meals online.

From 2nd September you can log on to the payment system by visiting [https://meals.caterlinkltd.co.uk/meals/sign\\_in](https://meals.caterlinkltd.co.uk/meals/sign_in). As you will be visiting the system for the first time, you will need to create a new account. To do this click “Register a new account” and enter your child’s Individual Student ID (SIM) and last name (as detailed below, please use only the information detailed below). Upon doing this, the system will confirm back to you, your child’s first name and school. If this is correct you will then be required to enter a number of other details to create the account. If this information is not correct please contact the school.

Student School: SCHOOL NAME

Student SIM: MAIL MERGE STUDENT SIM

Student Last Name: MAIL MERGE STUDENT LAST NAME

Once the account is created you can log on and top up your child’s account at any time. Please note you can only create one account per child and if you have more than one child at the school, you will need to create one account for each child. If you claim Free School Meals for your child you will not need to register, your child’s account will be updated automatically.

If you have any questions about this system, please do not hesitate to contact the Caterlink team at [meals@caterlinkltd.co.uk](mailto:meals@caterlinkltd.co.uk). Emails will be responded to within five business days.

**KEEP THIS INFORMATION SAFE. You will need the above details to create your account. Please do not attempt to use or log in to the system before the 1<sup>st</sup> September.**

Yours sincerely

Richard Hawkins  
Head Teacher