

Bateman Primary School Lunch Order Procedure

Lunch order options are available to Bateman Primary students and staff on Wednesdays and Fridays only.

- **Wednesdays** (ordered from) Bull Creek Primary School Canteen using QuickCliq online ordering only.
- **Fridays** (ordered from) Subway using Subway Order Envelopes - available from the front admin office.

WEDNESDAY'S: (ordered from) BULL CREEK PRIMARY SCHOOL CANTEEN



IMPORTANT – Online orders must be placed **before 9:00am** Wednesday.

- Bull Creek Primary School Canteen provide an **online ordering only** lunch service to Bateman Primary on Wednesday's only.
- To use the Bull Creek Primary School Canteen service, you must set up a **QuickCliq account**.
- To register and order meals, visit **www.quickcliq.com.au**
- Lunches are collected from Bull Creek Primary School Canteen by rostered parent helpers and distributed into classroom baskets by 1:10pm.
- Gluten Free options are available.
- **Canteen Menu** flyer is available on the school website under P&C/Lunch Order Information.

To assist with the preparation, distribution and collection of lunch orders, please ensure the following:

1. When ordering drinks, please ensure you specify your **drink type** and **drink flavour** (or Sipahh Straw flavour). For example, Drink Type = Brownes Chill Milks, Flavour = Choc.
2. Parents, please **communicate to your child what lunch items have been ordered for them** – this helps students, particularly the younger students, to collect the correct items. If a student collects their lunch bag but forgets to collect their drink, the Parent Helper on duty is unable to identify which student the drink belongs to.
3. Students, please check the lunch bag **name** and collect the **correct drink** as noted on your order form label from the classroom baskets. If any assistance is needed on the day, please check with the Parent Helper on duty.

Bateman Primary School, Bateman WA	
Student: Joe Smith	
Meal: Lunch	Year: 6
Teacher Mrs Rankine	Date: 28-Apr-2021
Room: 12	
Brownes Chill Milks (300ml) x 1	
Choc x 1	
Hotdog x 1	
Tomato Sauce x 1	

Sample of
Order Form Label



HOW TO GET STARTED – PARENT

- **Sign up** by completing the registration form
- Receive a **confirmation email** with activation link
- **Activate your account** and log in to your account
- **Add student** and follow prompts (must include **School Bateman Primary School, Bateman WA, First Name, Last Name, Year, Room No, Teacher Name**)
- **Add Credit** to your account (Credit Card, Paypal, Direct Debit)
- **Cut off time** for online ordering is **9:00am** Wednesday mornings.

A booking fee of \$0.21 applies to every order placed on the QuickCliq platform. All payment methods will incur a small surcharge.

HOW TO PLACE A MEAL ORDER

1. Select **Meal Order**
2. Select a **Child**
3. Select a **Date**
4. **Select Meals** you would like to order for your child and **Add to Cart**
5. **Confirm Order** and click **Pay & Place Order**
6. Once order has been placed, you will receive a **confirmation email** from QuickCliq.

QuickCliq Support

Email: support@quickcliq.com.au
Phone: 1300 11 66 37

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FRIDAY'S: (ordered from) SUBWAY




IMPORTANT – Orders must be placed in the locked black box **before 8:45am** on day of order.

- Subway order envelopes are available from the front admin office.
- \$6.00 you will receive a 6" sub (white bread) in choice of fillings and a choice of drink.
- \$9.00 you will receive a foot-long sub (white bread) in choice of fillings and a choice of drink.
- \$6.00 for a gluten free salad plate and a choice of drink.
- Subway orders are delivered to Subway O'Connor by rostered parent helpers.
- Lunches are delivered to Bateman Primary classrooms by 1:10pm.

When completing Subway order envelopes, please ensure you:

1. Include student Full Name (**First and Surname**).
2. Include **room number**.
3. **Neatly tick** required boxes.
4. Please **do not** request/add items that are not listed on the envelope.
5. Include correct money, as change **will not** be given.
6. Ensure envelope is well **sealed** to prevent small coins from falling out.
7. **One order per student** as lunch orders are distributed by room number.
8. If required, combined payment for sibling orders may be placed in one order envelope – please ensure sibling orders are **stapled together** (top left-hand corner) and state this on the envelopes.
9. Where-ever possible, please refrain from using superseded Subway or plain hand-written envelopes.

Sample of Subway Order Envelope

		<i>Foot long \$9</i> <input type="checkbox"/>	<i>Six Inch \$6</i> <input type="checkbox"/>	<i>Salad Plate \$6</i> <input type="checkbox"/>	<i>Cheese</i> <input type="checkbox"/>
Name _____					
Class _____					
Please tick required boxes and enclose correct money please	Meat (choose one)-	<input type="checkbox"/> Chicken	<input type="checkbox"/> Ham	<input type="checkbox"/> Tuna	<input type="checkbox"/> Beef
	Salad (please tick)-	<input type="checkbox"/> Lettuce	<input type="checkbox"/> Tomato	<input type="checkbox"/> Carrot	<input type="checkbox"/> Cucumber
	Sauce (choose one)-	<input type="checkbox"/> BBQ	<input type="checkbox"/> Tomato	<input type="checkbox"/> Mayonnaise	<input type="checkbox"/> Honey Mustard
Thank you - From Subway	Drink (choose one)-	<input type="checkbox"/> Apple juice	<input type="checkbox"/> Water	ORANGE TROPICAL	

Thank you to all students, staff, parents and our lunch roster parent helpers for your support.

Bateman Primary School P&C Committee

Email: batemanpandc@gmail.com