

9th March 2021



Dear Parents / Carers,

Pre-Order System for Lunches

From Monday 15th March, food will be available to pre-order for lunch via the SwiftOrder system for all students, including those entitled to Free School Meals. The system will be the same as the Autumn term when students could pre-order their lunch up to two weeks in advance before 7am on the day.

Due to the existing coronavirus restrictions, students are unable to access the canteen at lunchtimes so pre-ordered meals will be delivered to their bubbles at the start of lunch each day.

Please ensure your child's account is topped up via the secure on-line payment system 'SchoolGateway' in the usual way. If your child is eligible for Free School Meals there is no need to top up, the system will do this automatically, however, you will need to order their lunch for each day.

The link to the pre-order system can be found on the Holbrook Academy website - <https://holbrookpreorder.swift-order.co.uk/>

If you are using the system for the first time, your account will need to be set up on a PC or laptop and you will need to request a portal code for your child from the Finance Office by emailing sara.rogers@holbrookacademy.org

Once you have the portal code, choose 'set up account' and enter the code, it will then ask you to enter an email address and password. If you have more than one child at the school you will need to enter a different email address and password for each child. Please make a note of the email address and password entered.

The initial set up has to be done on a PC or laptop but once the account has been created, ordering can be done via a mobile device. If you do not have access to a non-mobile device please call the Finance Office and we can set it up for you.

If you have any queries, please do not hesitate to contact me.

Yours sincerely,

Mrs S Rogers
Finance Manager