



**Shepeau Stow and Gedney Hill CofE  
Primary Schools Federation**

## A guide to ordering meals online

The Federation are engaging a new caterer, A Country Kitchen, based in Holbeach.

We believe the new company will offer tasty food, at the same price as the current caterer, but with more choice for your children.

The biggest difference it will make to you is that ordering and payment will be online, through the A Country Kitchen website.

A whole terms' menus can be seen and you can select for the term and pay week by week or pay for several weeks, the choice is yours.

For those that don't have an email address, or access to the internet, we will still ask you to order on paper and school will place your order for you. We anticipate this will be a small number of parents.

# A Country Kitchen

"Our key is providing a variety of fresh, healthy & locally sourced food for your child's school meal, under government guidelines. We currently provide meals for five Lincolnshire schools every weekday during term time, accounting for hundreds of hungry children."

We are proud to provide a wide variety of locally sourced, organic and fair trade produce in our cooking. We understand that it is important for our parents to know where their child's food comes from.

Our school meals follow the government guidelines alongside the school food plan. This ensures that children enjoy nutritious food at school which supports their health and education. "The School Food Plan is exactly that – an agreed plan that has the support of the Secretary of State for Education and of the diverse organisations who are going to support head teachers to improve food in their schools."

Mrs Belton at Gedney Hill and Mrs Ladley at Shepeau Stow will be able to help with any queries or problems you may have. Please read the FAQs at the end of the booklet too.

## Home/Login

Web Site Page <https://www.acountrykitchen.co.uk>

A username and password will be created for you. The details will be emailed to you.

Enter the details in the Parent login screen



**Parent Login**

Username:

Password:

**Login**

Forgotten your password?

enter your email below and we will send a reminder

Email:

**send**

## Parent Home Screen

Click on the red 'Order Hot Meals' link for one of the children you are associated with to be taken to the ordering screen

You can also see what meals you have completed an order for by week. Simply pick the week by selecting the start date from the 'See Ordered Meals' drop down. See **page 5** for further information.

The current menu cycle is available as a PDF from the top menu, this also lists the allergen information for the ingredients.



**Parent Home**

Alice Taylor  Luke Taylor  Ryan Taylor  
 bob Blaise

Order Hot Meals  See Ordered Meals  See Ordered Meals  
 Order Hot Meals  See Ordered Meals  See Ordered Meals  
 Order Hot Meals  See Ordered Meals  See Ordered Meals

bob Blaise  Order Hot Meals  See Ordered Meals  
 Order Hot Meals  See Ordered Meals  See Ordered Meals

[Menu Cycle](#) [Terms and Conditions](#) [Privacy](#)

## Meal Ordering Page

The maroon box tells you the last day for ordering any of the weeks shown. The specific menu will disappear after that date.

Order meals by clicking on the radio button next to the meal description.

*Some meals such as packed lunch meals already come with a sweet/fruit, so no sweet option will be available to tick but all other meals, such as meat/vegetarian and jacket potatoes will give you a selection of sweets to choose from. You will not be able to proceed without choosing a sweet for those particular meals*

When you have finished entering your selection press the Save Selection button. This will save your selections and take you to a checkout screen.

**At this point you have saved the choices but not checked out. You must carry on to checkout even if you are entitled to free school meals, as it is not until the next screen that the selections are formally ordered.**

### Hot Meals Order Form

The last date for ordering the extended menu is as follows  
 Week commencing 29 May 2017 - Order by 29 May 2017

School: Test School 1

Class: Year Class 1

Pupil: Alice Taylor

**Save Selection**

Week commencing 29 May 2017

MLNU 1

Monday	Tuesday	Wednesday	Thursday	Friday
None <input type="checkbox"/>				
<b>MAINS</b>				
<input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY	<input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY	<input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY	<input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY	<input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY
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<b>SWEETS</b>				
<input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY	<input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY	<input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY	<input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY	<input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY <input type="radio"/> CHICKEN CHICKEN W/ MASH & GRAVY
<b>Save Selection</b>				

## Checkout

The red box reminds you that you must hit the checkout button to complete the order.

This screen shows all the meals that you have made selections for and for each child (if there is more than one).  
The price of the meal is listed, in this instance £2.30 but if your child has free school meals this would show £0.00.

At the bottom there is a grand total of the meals selected.

Tick the meals you wish to checkout and untick any you do not wish to checkout yet and then:

## Press Checkout

If you are checking out free school meals, that is all you need to do. You will be shown a breakdown of what has been ordered.

If you are paying for the meals you will be taken on to a screen to enter billing details.

## Confirmation page Free School Meals

This page lists the meals that have been checked out and are now completed orders

## Billing Address Details for Paid meals checkout

The first screen after hitting the checkout button for paid meals is a screen to enter your billing and delivery details, which is used to pre-populate the payment gateway.

You must tick the box that starts you have accepted the terms and conditions of the site.

**Please set delivery to the same as billing. It is necessary for SagePay to include a delivery address, even though there is no delivery as such.**

There is an autosave button, that means you do not need to enter the details each time you visit the site if you are happy for your details to be saved in the database (no financial information is saved on the database).  
When you have filled in all the details, click the Proceed button.

### Hot Meals Checkout

You must proceed to checkout to complete your order, even if you are only ordering free school meals

Choose the meals you wish to complete by ensuring they are booked.

Your basket

Checkout

All None

Pupil: Ailie Taylor  
Test Class 1, Test School 1

Week commencing 29 May 2017

Monday 29 May 2017	Main: CHICKEN SANDWICH WITH YOGHURT DRESSING, BEAN SALAD & VEGETABLES Sweet: BANANA SPLIT	£2.30	<input checked="" type="checkbox"/>
Tuesday 30 May 2017	Main: CHICKEN SANDWICH WITH BEAN SALAD & VEGETABLES Sweet: BANANA SPLIT	£2.30	<input checked="" type="checkbox"/>
Wednesday 31 May 2017	Main: JACKET POTATO WITH CHEESE Sweet: RICE ROLL	£2.30	<input checked="" type="checkbox"/>
Thursday 01 June 2017	Main: JACKET POTATO WITH CHEESE Sweet: RICE ROLL	£2.30	<input checked="" type="checkbox"/>
Friday 02 June 2017	Main: JACKET POTATO WITH BEANS Sweet: STRAWBERRY ROLL	£2.30	<input checked="" type="checkbox"/>

Pupil: Lottie Taylor  
Test Class 8, Test School 1

Total: £11.50

Checkout

### Thank you

Your order has been processed

Below is a breakdown of lunch ordered

Monday 29 May 2017	Main: LINDSAY SAUSAGE HOT DOGS WITH FRIS & PEAS Sweet: BANANA SPLIT
Tuesday 30 May 2017	Main: HAM ROLL, YOGHURT, FRUIT, BISCUIT & VEG STICKS
Wednesday 31 May 2017	Main: CHICKEN SANDWICH WITH CRISPY POTATOES & VEGETABLES Sweet: FRUIT SLECTION
Thursday 01 June 2017	Main: JACKET POTATO WITH CHEESE Sweet: CHOCOLATE CAKE
Friday 02 June 2017	Main: JACKET POTATO WITH CHEESE Sweet: FRUIT SLECTION

Please complete your details to continue to payment screen

Save / Auto complete fields for Billing Details

Please enter your Billing details below

Please tick this box to accept our terms and conditions

Please enter your Delivery details below

Please tick this box to accept our terms and conditions

Proceed

## Confirmation Page

This page is a legal requirement and is simply a recap of the meals ordered, cost of the transaction and billing details.

When you press continue, you will be taken to the payment Gateway, a secure financial gateway where you will be asked to enter your card details.

No card details are kept by A Country Kitchen, or by the school meals

## Initial SagePay screen (payment gateway)

This screen again confirms the cost and, on the right, gives you various options for which payment card to use.

Select the card type you will be paying with.

## Card details screen

Depending on which payment method you picked, you may be asked for different details.

The image to the right shows an example where a visa card was selected.

Fill out the form as appropriate, with the long card number, expiry date and CVC number (last 3 digits on the back of the card).

Please also check that the name, which should already be filled in is the name that appears on the card, if not please change this to the name on the card.

Then press Confirm Card details to proceed.

## Review order screen

This screen lets you review the order one last time before clicking on the green pay button.

You can click on your shopping basket to be shown more details of the meals being ordered, click on payment details to be reminded of the card details you have entered and finally you can view the billing and delivery address.

**The delivery address is necessary for Sagepay, even though it is not being delivered to your house.**

## Review your order

<b>Transaction details</b>	
<b>Description:</b> School Meals from acountrykitchen	
<b>Transaction Reference:</b> 16-05-2017-00-42-2010713000400	
<b>Amount:</b> 2.00 GBP	
<b>Your Shopping Basket</b> +	
<b>Payment Details</b> +	
<b>Billing Address</b> +	<b>Shipping Address</b> +

## Thank you screen

You are now returned to the A Country Kitchen website.

This screen confirms that payment has been made and that your order has been completed with A Country Kitchen.

**A Country Kitchen**

Order Meals | Checkout | Current Menu | Change Password | Log Out

**Your order has been Successful**

The order number for your reference is: 16-05-2017-00-42-2010713000400  
Please quote this in all correspondence with us.

Thank you, your payment has been received

Below is a list of the meals ordered  
You may wish to print this page

2017-05-21 14:08:11 (UTC) via IP: 193.50.135.100. 12.00

Click Proceed to go back to the Home Page to start another transaction

Proceed

## See Ordered Meals (by week)

You can also see what meals you have completed an order for by week.

Simply pick the week by selecting the start date from the "See Ordered Meals" drop down.

The subsequent list of meals is shown next.

**A Country Kitchen**

Order Meals | Checkout | Current Menu | Change Password | Log Out

Parent Home

Complete list of meals made on this week available to: alfie@acountrykitchen.co.uk or lottie@acountrykitchen.co.uk

Alfie Taylor | Lottie Taylor

See Ordered Meals For: 22/05/2017 | See Ordered Meals For: 22/05/2017

11/16/2017  
10/16/2017  
09/16/2017

A Country Kitchen, Minerva House, Park Rd, Holbeach, Lincolnshire Holbeach

Tel: 01406 426242 Email: [info@acountrykitchen.co.uk](mailto:info@acountrykitchen.co.uk)

Terms and Conditions | Privacy

## Ordered Meals View

Order Meals    Checkout    Current Menu    Change Password    Log Out

Pupil: Alfie Taylor  
Test Class 1, Test School 1  
Week starting: 29/05/2017

Week commencing 29 May 2017

Monday 29 May 2017	Main: CHICKEN MILDY BEEF YORKER STEAK, BREAD, BEAN CURRY, CUS CUS RICE
Tuesday 30 May 2017	Main: CHEESE & ONION PASTY WITH BAKED BEANS Sweet: PANCAKES & CHOCOLATE SAUCE
Wednesday 31 May 2017	Main: RICE, CHICKEN WITH PEAS & CARROTS Sweet: APPLE CRISP
Total    £5.50	

[Print Order](#)

## FAQs

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Can both parents order?

Yes. Any email address can be added to a child's name enabling them to order for that child. Please let the school office know which email addresses you would like adding.

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Lost password

Request a new one from the A Country Kitchen website.

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I can't see the menu to order from

The deadline for that menu may have passed.

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I don't have a dessert option

The main course you have chosen already has a dessert as part of the meal.

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Does the school know what each child is eating so they don't get the wrong meal?

Yes, the school will print off all the orders each week for the midday supervisors.

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