

Catering Services

Pre Order Customer Form - Issue 1

To use this service you must

1) Complete the form below and give to your block monitor at first break on the THURSDAY the week before.

2) Make Payment - Please ensure sure your Upay Account is topped up to cover your purchases. The easiest way is for your parent/guardian to visit www.upay.co.uk and load money onto your account using a debit or credit card.

Alternatively we can accept cheque or cash payments which you will need to be given to your block monitor along with the form. Your full name, date of birth, class/set, year and Uniware ID number (found on your cashless catering card) must be written on the back of your cheque or on the envelope if providing cash. We will debit your upay account with the total cost of your purchases.

Free school meal pupils will be given an allowance of £2.35 per day to make food purchases. Please note that any funds left will be cleared each day.

Privacy Notice			
Please note Caerphilly County Borough Council will use the information you provide to process your order for school meals. This document will be destroyed after 7 days.			
Please write clearly			
*Pupil / Staff Name			
*Pupil / Staff ID Number - This can be found on your cashless catering card			
Date of Birth			
Parent or Guardian Contact Telephone Number			
Class / Set		Year	
Cheque attached	Yes / No	Cash attached	Yes / No
Please circle any allergies from the following list			
Gluten	Dairy	Vegan	Egg Nut
Other (please detail any other allergen or food intolerance that you may have):			

Meal Choice	Description	Please put a X (cross) for what days you require a service					Price Pupil £	Price Adult £
		Monday	Tuesday	Wednesday	Thursday	Friday		
A	Selection of **White Baguettes Fruit Portion Bottled Water						£2.35	£3.30
C	Selection of Paninis Fruit Portion Bottled Water						£2.35	£3.30
Snack	Pizza Bagel (1/2)						£0.57	£0.69
Please circle your choice of filling for Baguettes:		Ham	Cheese	Tuna	Chicken Tikka	Chicken Mayo		
Please circle your choice of filling for Paninis:		Ham & Cheese		Cheese				

Office Use Only	
Name of catering staff that has debited / credited the account (please print):	
Date account has been updated:	

* This is mandatory and your order will not be processed with without this detail

** Brown Baguettes available on request