



FOREST LAKE STATE SCHOOL

Parents & Citizens Association

ABN: 40 811 865 154

Email: tuckshop@flsspandc.onmicrosoft.com

Tuckshop Information

Our school tuckshop operates **Monday to Friday** for both first and second breaks, providing nutritious meals at a low cost to students. The Tuckshop is run by the P&C association along with the help of volunteers.

For Tuckshop ordering: First Break is considered their main lunch and second break is usually a snack.

Please find current menu attached.

Menu can be subject to change and at certain times throughout the year it may be reduced but we will keep you updated along the way.

HOW TO ORDER:

All orders are placed via Flexi-Schools Online Ordering www.flexischools.com.au

To register, click on the link above or download the Flexischools App.

**Basic Flexi School process attached to assist with ordering if required*

No more paper bag orders or making sure the kids have the right change! You can peruse the whole tuckshop menu through Flexi Schools and set up repeating orders.

Cut-off times for ordering (*Unless advised otherwise for certain meal specials*)

9:00am for 1st break and **11:55am** for 2nd break.



Each week there are **daily specials** on offer and throughout the year, we occasionally have special meal deals available for certain events or occasions. These will be advertised on Flexischools under the news tab, as well as on our Facebook page and in the school newsletter.



Also don't forget as a **birthday option** for your child you can order ice blocks for their class.

No more having to make cupcakes! On Flexischools to place order you will find under **birthday Joy!!** Minimum order of 20. If unsure of class numbers, please email your teacher to confirm.

- Please also note: We do have limited ice block options available to purchase with **cash** each day for first break only. (Please try to provide correct change).
- Unfortunately, no other food can be purchased by cash and must be ordered online.
- No food or drinks will be sold to students before school.
- If for some reason, there are challenges around using the online ordering platform please don't hesitate to email the tuckshop and we will endeavour to assist with any of your questions. We want to be able to offer this service to all our families.

The Tuckshop practices Covid Safe Guidelines:

- Maintain good hand and respiratory hygiene
- Mask wearing if required
- Staying away if unwell

Important to note that trading can be subject to change at times with particularly around Covid Guidelines.

We will endeavour to keep the school community up to date on any changes.

Volunteers:

We realise circumstances are ever changing with Covid but in normal times the P&C welcome volunteers to Tuckshop. No experience necessary, no commitment, any help is greatly appreciated. It is great way to meet new people and gain some experience in the process. If you are interested, please email the Tuckshop and we will provide you with further information. The tuckshop could not remain open 5 days per week without the precious help of volunteers. Please consider becoming one of them.

This above information is effective as at the 07.02.2022

You can view this information via the school website under Facilities or the Q Schools App.

To keep up to date with any information please follow our Facebook Page "Forest Lake State School P&C Association" as well as the School Facebook Page and School Newsletters.



Order TUCKSHOP with the Flexischools App.

Or you can also login via the website & follow the steps to register.

<https://www.flexischools.com.au>

Getting started with Flexischools

If you'd like to start ordering online with Flexischools, it's super simple to get started!

How to set up your Flexischools account



1. Download App

The Flexischools app is the easiest way to place online lunch orders, buy school uniforms, and discover our latest Our Place offers.

2. Registering

- Open the Flexischools App and click 'Like to register?' or register on their website.
- Submit your email address to create an account.
- Go to your inbox and open the registration email from Flexischools.
- Click on the link provided and follow the registration process, creating a password and completing your personal details.
- If you are using the app, it will also ask you to set a 4-digit pin for easy access.
- Adding students: On the app you will need to select the 'Profile' icon on the navigation bar. Under 'Students', click 'Add new'. Enter your child's name, school, year level, and class. Click 'submit'.

Once registered, you can start placing orders immediately. If you have any questions, please contact the Flexischools Customer Service Team on **1300 361 769**, or you can contact them via their website or check out the FAQ's section on the website.

Other quick points to note with Flexi Schools online ordering:

- Once account is set up you can top up account with funds using your credit card or PayPal, but you also have the option of direct deposit from your account (manual or automatic top ups) which avoids card/PayPal fees. You do still have the option to pay each time you place an order as well.
- You can amend your profile at any time.
- Add further students and plenty more.....

Process for ordering Tuckshop using Flexi School App

1. Log into Flexi Schools App

- Using your registered details
- Select "Order Food" Tab

2. New Shop Order

- Select which student you would like to place an order for

3. Make your selection

- Choose which service – First or Second Break
- Choose which date to receive

Cut off times

First Break: Order by 9am on the day
Second Break: Order by 11.55am on the day

4. Make your Selection.

Refer to copy of menu to assist.

- Select the category tab applicable.
- Select the products & options you require by clicking on the (+) sign on left-hand corner of item.
- Continue with your Flexi order on any other items you require by returning to the categories tab.
- Once completed select "Confirm Order" top right-hand corner of App.
- Continue with Payment method and then hit the "Select" tab right-hand corner once finalised.
- Click on "Save" Tab righthand corner of App.
- The screen will then come up with "Please Confirm this action"

If you have questions, please do not hesitate to contact the Tuckshop and we will endeavour to assist.
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