



Stamford Green

Primary School and Nursery



11 September 2024

Dear Families,

School Lunches are ordered using a system called BlueRunner. To set up your account and start ordering meals please follow the steps below:

1. Register your account on the system using this [link](#)
2. Once registered, please look out for an email to complete your account activation.
3. Once you have logged in, you will be able to then select 'add a child' to your account, prompting you to enter details matching your child's record in the school.
4. Repeat step 3 for each child you wish to register.

School Meal Ordering FAQs

How do I book and choose a meal?

The menu is available to view on the school website [here](#). The booking system is accessible via the home page of the school website [here](#). Once you have booked a meal, children will be able to choose from the daily options at the point of service, supported by staff as necessary.

How do I order a special diet meal?

The school keeps a record of allergies and special diets. Please ensure that we are made aware of any changes by emailing parents@stamford-green.surrey.sch.uk. Children with special dietary requirements are identified by coloured lanyards, which are given out by their class teacher just before lunch. The children are also supported to choose an appropriate meal at the point of service by a member of staff. Allergens are clearly identified on the menus for your information.

How far in advance can I book meals?

Meals can be ordered for the duration of the menu which currently runs to the end of the Autumn term. You can order meals up until 8.30am on the day of the meal.

What happens if my child is on a school trip?

If you have ordered a meal and your child is going on a school trip, your child will receive a packed lunch to take on the trip. Please place orders well in advance of the trip to ensure your child's packed lunch is ready.

What do I do if my child is ill?

Please cancel any meals that are not required. You can cancel a meal up until 8.30am on the day of the meal. Please ensure you cancel meals that are not required even if your child receives free school meals as the school will be charged for free school meals ordered.

Is my child entitled to free school lunches?

If your child is in Reception, Y1 or Y2 they will receive Universal Infant Free School Meals. If your child is in Nursery, Y3, Y4, Y5 or Y6 you will need to pay for their lunch before ordering unless the school receives Pupil Premium Funding for your child. If you think your child may be eligible for Pupil Premium, please contact the school office on parents@stamford-green.surrey.sch.uk

How do I order meals if my child is entitled to free school meals?

Free school meals are ordered in the same way as paid for meals, except you do not need to add funds to place an order. You will still need to click 'confirm' when you have chosen the meals required. Please make sure that you cancel any meals that are not required, for example, if your child is ill, as the school is charged for all free meals ordered.


How can I see what meals have been ordered?

To see which meals you have ordered, from the home page, click on the 'meals ordered' icon.

Why can't I link my child to my account?

If you are unable to find your child to add them to your account, please contact the school office. Please ensure you are using your child's full legal name when setting up your account.

Kind regards,



Mrs Joanna Lee
School Business Leader