



All lunches must be ordered through Compass Canteen.

You can access Compass Canteen through the school website or download the app on your phone.

Cut off time for ordering from our lunch menu is 7.45am

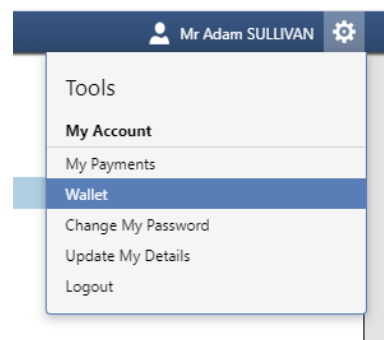
Payment options

There are [two payment options](#) for Compass Canteen:

1. You can pay as you go using your [credit card](#).
2. You can pay using a preloaded balance in your [Compass "Wallet"](#).

If you wish to use a "Wallet", you will need to set this up prior to ordering. The Wallet must be set up in the parent profile as students do not have access to Compass Canteen.

1. **On the Compass portal**, click on the "cog" icon next to your name in the top right corner. Select "Wallet" and add your card details.
2. **On the Compass app**, tap the "menu" icon in the top left corner, select "Settings", then choose "Wallet". You can link your credit card here.



Placing an order

Ordering through both the portal and the app is quite easy. However, the portal does have the benefit of a search bar.

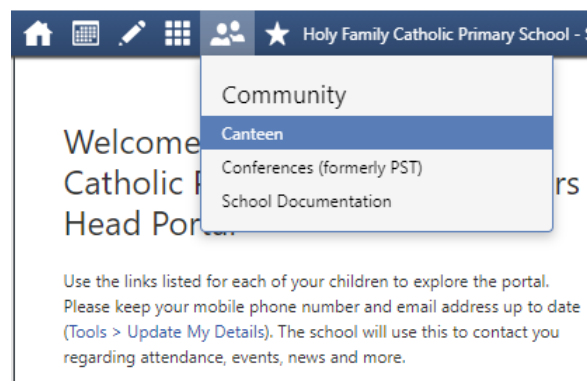
On the Compass app:

1. Click on the "menu" icon in the top left corner, then select "Canteen".
2. Select the "Place Order" icon in the middle of the bottom of your screen.
3. Select the date you wish to order for.
4. "Select a sitting". The menu/s available for that date will appear here.
5. Choose the item/s you wish to order: Click on the item. Adjust the quantity if required. Click "Add Item";
6. When all items have been added to your cart, click "Add Order";
7. "Create another order" if you wish to order for another child;

8. "Proceed to Checkout" and click "Pay".
9. You will receive a confirmation email and your order will be visible under "Upcoming Orders".

On the Compass portal:

1. Click on the "Community" tab on the dashboard;
2. Choose "Canteen" then click "Get Started";
3. Choose the child you wish to order for, the date for your order, the menu you wish to choose from, the items and add any special instructions;
4. "Proceed to review order";
5. "Add order" if you wish to order for another child;
6. "Confirm and pay";
7. You will receive a confirmation email and your order will be visible under "Upcoming Orders".



Cut off times

Lunch Menu - 7.45am on the day, cancel up until 9am on the day for a credit.

Sushi Menu - 8pm the night prior, cancel up until 9am on the day for a credit.

You will not be able to access the menus after their cut off times. You will, however, be able to access your order until 9am the morning of the order should you wish to cancel it.

Cancelling an order

You can cancel your order up until 9am on the day and your payment will be credited to your Wallet.

1. On the canteen dashboard you will see your future orders under "Upcoming Orders";
2. Click on the order you wish to cancel;
3. Click on "Cancel Order";
4. Your payment will immediately be credited to your Compass Wallet.

Access to Compass Canteen

Because the online ordering system requires payment via a linked credit card, ordering is restricted to parents/caregivers only. Students do not have access to online ordering.

Cost

Each order will incur a 20c fee. This cost is automatically added to your order total. This is an administrative fee paid directly to Compass to maintain the program and provide our school with ongoing support.

Using cash at the canteen

All lunch orders must be placed through Compass Canteen. However, students are welcome to use cash for over the counter snack and drink purchases during lunch and recess.

Unfortunately, we do not have the facilities to offer credit.

Our menu

The Compass Canteen menu reflects the current menu as certified under the NSW government "Healthy Schools Canteen" strategy. You can learn more about the strategy by clicking on the link on the Canteen page of our school website.

Menu availability

The menu will only be accessible on days the canteen is in operation. Provided the menu has been made available, you can order in advance at a time convenient to you. For example you may wish to order today for the next 3 Fridays.

Any days that the canteen is not operating (eg student free days) the menu will be made unavailable.

Sushi orders

Because sushi is available on Thursdays only, there is a separate menu for sushi. So, on Thursdays two menus will be available for you to choose from: the Lunch Menu and the Sushi Menu. The Sushi Menu also contains all drink and snack items should you wish to purchase anything from those categories with the sushi. The cut off for sushi is 8pm Wednesday night prior. This enables the school's order to be sent to our supplier that night for preparation and delivery Thursday morning.

Recurring orders

Compass Canteen has a repeat order function. Select this option in the date selection tab.

Meal Deals

Usually, once per term, the canteen will offer a special "Meal Deal". A notice will be sent through Compass News. All meal deals must be ordered through the Compass online ordering system. The regular lunch menu will be marked unavailable for that day, and will therefore not be accessible.

Reusable Lunch Order Wallets

In line with our whole school approach toward minimising waste, we welcome families to use the Reusable Lunch Order Wallet available from the canteen. Please ask your child to drop their lunch order wallet to the canteen in the morning before classes commence. Please ensure your child's name and class is on their wallet and we'll do the rest. Your child will take their lunch order wallet home and we ask that it be emptied of any rubbish and cleaned when necessary.

Reusable Lunch Order Wallets are not compulsory.

General Canteen Information

General Information regarding our canteen is available on our Canteen web page.

You can contact the canteen at hfcanteen@lism.catholic.edu.au