



Dear Parents and Carers of Year 7

Student Id cards were issued today in Homeroom. This card must be brought to school each day. It is used to sign in late (with parent permission, please see [policy](#)), to sign out early (with parent permission, please see [policy](#)), to print documents at College printing hubs, to borrow library books and textbooks, and to use in the Canteen for payment via a Flexischools account.

If students damage or misplace their ID card, a replacement can be obtained from the front office at a cost of \$5.00. Any funds on the damaged or lost card will automatically be uploaded to the replacement card.

### **Setting Up a Flexischools Account for the College Canteen**

Payment in the College Canteen is via Flexischools which is an online ordering and cashless payment system.

The system allows students to order lunch online as well as pay at the Canteen using their Student ID Card and once setup, parents can set daily limits and view transactions online.

### **How to Set-Up Your Account**

- Visit the Flexischools website – [Click Here](#)
- Click on the 'Register' button
- Enter your email address and click 'Register'
- You will receive an email from Flexischools – open the email and click on the link
- Provide your personal information in the fields
- Add your son to the account via 'Add User'
- Select your school – St Edward's College
- Select your son's year group (this needs to be updated each year)
- Under 'Card Setup', select 'I want to link a card to the system' and type in your son's Student ID located on his Student ID Card
- Add funds by selecting 'Account Top-Up'

If you require further assistance, please contact Flexischools on 1300 361 769 (Monday to Friday, 7.00 am to 7.00 pm).

For the full canteen menu, please visit the Canteen page on the College website – [Click Here](#)

