



**Our Lady's Secondary School
Castleblayney
Co. Monaghan**

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Principal: *Mr. Eddie Kelly*
Deputy Principals: *Ms. Jane Treanor, Mr. Darren Bishop*

August 24th 2026

Dear Parents/Guardians,

We are delighted to let you know that Food Village will be providing our school lunch service. Your child will go home with a Menu with a Collection keytag stuck onto it from Food Village and you will need to register if you would like to use the Food Village lunch service.

Please follow the steps below to get set up a student Food Village account:

Visit our website information page here: <https://foodvillage.ie/OURLS/>

1. Create a Student Account

- Download the Food Village app (Apple App Store or Google Play Store)
- Select Create Account → Education → I AM STUDENT
- Use the School Registration Code: **OURLS**
- Complete the registration details, including any allergens
- Link and activate the key tag (scan it with your phone and confirm activation)
- Add a payment card to the wallet, and you're ready to order

2. Link to a Parent Account (optional but recommended)

Once the student account is created, the student can share an invite link from the app so you can create a parent account, you will need to do a short registration as a parent to complete the sign up. The benefits of a parent account include:

- Wallet ownership – you control the student's balance and top-ups
- Spending limits – set daily or weekly limits
- Purchase history – view all past orders
- Dietary control – restrict certain items if needed

Important: Students should set up their account first and note that the student and parent accounts must use different email addresses.

Example:

Student: student@email.com

Parent: parent@email.com

Setting this up now will ensure your child is ready to collect lunches quickly and easily from the first day.

If you have any questions or concerns about the lunch service, please contact Food Village directly on 01 525 3412 or info@foodvillage.ie.

Optional Short Version:

Food Village Lunch Service – Please set up your child's account before term

begins. Create a student account first, then link a separate parent account (using a different email) to manage payments and settings. Full setup guide here: <https://foodvillage.ie/OURLS/>

Yours sincerely,

Eddie Kelly

Mr. Eddie Kelly
Principal