

Dear Parents, Staff Members and Students of ISB Bremen,

We are the Frische Pause e.V., and we are delighted to be able to cater for you and your children at ISB from now on and into the future.

Our association pursues a holistic concept for a healthy diet for children and young people. We cook on site daily to organic standards.

For the Hot Lunch system, we will be using MensaMax, the electronic pay system with which you are already familiar. The only change is that the name of the *Project* is now: HB2353; the name of the *Einrichtung (Establishment)* remains: ISB. If you have already registered with Schulküchen Bremen e.V. in the MensaMax programme and wish to continue to participate in the direct debit scheme, we would ask you to please send us your SEPA mandate that is included in the registration form – more information below.

To pay for purchases made in the school's Cafeteria (warm buffet lunch or at the Kiosk) a blue data chip is required. **If you have retained your "old" chip, you may still use it.** If you require a new chip, you may place your order either with Miss Kastrop in the Ground Floor Front Office lkastrop@isbremen.de or through the attached form. Miss Kastrop will inform you once the chip is ready for pick-up. Parents/users are able to book money onto the chip account either through direct debit, bank transferral or via cash in the Cafeteria. Parents/users may specify whether the chip is activated solely for paying for lunch, or for both lunch and for purchasing goods from the Kiosk.

The credit is not actually booked onto the chip but onto an individual account, so if a student loses their chip, the credit will still be available. A new chip costs €10.00 to purchase; once a new chip is issued, the cost will be deducted directly off the account. Students should always ensure they have their chip with them when they go to lunch. For those without a MensaMax account, there will be a €0.20 surcharge on buffet purchases.

Registration Process:

Please send the signed registration form (including your SEPA direct debit mandate) to our office at Am Wall 162 or as an email attachment to the following address: i.haverland@frische-pause.de.

Once you are registered in the MensaMax programme, the person designated as the email recipient on the registration form will receive an email from the sender address: noreply@mensadigital.de, with information on their customer account and their access codes.

These codes allow access into the MensaMax system <https://mensadigital.de>. For your own security, please change your password when logging in for the first time – note it down well. After logging in, the complete data protection declaration and the general terms and conditions of the company MensaMax GmbH will appear, requesting you to give your consent.

After registering, you/your child may then pick up your/their personalized chip directly from the Kitchen Manager in the ISB Cafeteria.

Now, have a look at your customer account. In the menu *MeineDaten/MeineBenutzerdaten (My Data/My User Data)* you will see various tabs. Under the *Orders* tab (*Bestellungen*), you will see the meals purchased from the Buffet and under the *Kiosk Purchases* tab (*Kioskkauf*), the items bought from the Kiosk.

We wish you all a good start to the new School Year and look forward to welcoming you as our guests!

Your **Frische Pause e. V.** Team at ISB

With Manja Riebe and Irene Haverland

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