Berlin British School

– Internationale Ergänzungsschule –
– staatl. anerkannte bilinguale Grundschule –
– genehmigte bilinguale Integrierte Sekundarschule –

Lunch Service

Luna Contact Details

The Luna website can be accessed directly using this link: www.luna.de

Using your account, the order can be made during the week by 13:00 the next school day by phone 030 367 595 0 (press number 3 for order acceptance), by fax 030 367 595 14 or email: info@luna.de

If you encounter any difficulties, please phone Luna directly on 030 3675950 (8:00-14:00).

Existing Accounts

All existing accounts will be reactivated automatically by Luna for the new school year.

Note: All parents with children in the monolingual stream should have received information from Luna regarding the new fees (4,36€ per meal). **It is necessary that you confirm with Luna that you have received this information. Otherwise, your child will not receive a hot lunch.**

Newcomers

In order for Luna to be able to differentiate between the two educational streams, parents will need to enter their child's location and stream (monolingual or bilingual). This will be done as follows:

For parents who want to register their child for the first time on Luna's website, please register using the following **abbreviation codes**:

Grades 1-5 Dickensweg monolingual: bbg
Grades 1-5 Dickensweg bilingual: bdb

Grade 6 Am Postfenn monolingual: bfm
Grade 6 Am Postfenn bilingual: bfb
Grades 7-12 Am Postfenn: bbo

Ordering Instruction

1. Go to www.luna.de and click on "Für Eltern" (for parents).

3. Go to "Neu anmelden" (new registration).

4. Enter the abbreviation code in the box next to "Schulkürzel" and click on "Weiter" (continue).

5. Now fill out all your contact details.

6. Please make sure that you choose all the weekdays (Monday-Friday) under "Bestellrhythmus" (ordering schedule). Also make sure you set a start date at the "Gültig ab" box. You also have a choice of ordering standard or vegetarian meals. When you have finished entering all your information, click on "Weiter".

Note: If your child has an allergy, Luna will require a doctor's note confirming that specific allergy. Please forward the doctor's note to Mrs Chave (katharina.chave@berlinbritishschool.de) who will then contact Luna. Your child will then receive a special meal.

7. When you have finished your registration, go to the menu and click on "Bestellübersicht" (order overview).

8. For the final lunch order, please go to the desired date and click on the + - sign. The number "1" should then appear in the box in between. If the number "0" is entered, no lunch will be delivered. If you have more than one child, you need to create a separate account to order lunch.

Note: If your child is absent from school, you can either contact Luna directly until 8:00am on the day of absence by phone (answering machine), mail (info@luna.de), or change the number of meals in your account to "0".

9. Once you have selected the days, click on "Speichern" (save). The order is now complete.