



Cashless Catering System

23 February 2009

Dear Parents

As you will be aware from my recent Newsletters, we are planning to introduce a Cashless System for our catering service. This follows requests from parents who feel it will be more convenient. We are also hoping it will reduce queuing time and therefore encourage more girls to eat in the dining room.

The system will start in operation on **Wednesday 4th March**. All pupils and sixth form students will be issued with a card prior to this date and have received information about the new system in assemblies. From this day no cash can be accepted at the food counter Till Point.

For your convenience and to assist us in our administration of the service, we would like to recommend that you pay by cheque. The cheque can be made out to Lancaster Girls' Grammar School and placed into the Post Box provided at the top of the stairs leading up to the dining room. Please write the full Name of Pupil and Tutor Group on the back of the cheque.

Any amount of money can be paid into your account held within the system, money spent on food will be taken out of the system and pupils can always check by using the revaluation terminal to see how much money is left.

We will be able to provide you with a report detailing each item of food served, each credit made to the system, for any time period and show a current balance, should you require this information. There is a daily 'spend limit' programmed into the system of £4.00, this can be increased or decreased for an individual pupil by making a written request to the school kitchen.

However, should you wish your child to continue to bring cash to school, the facility for accepting cash payments for the day or a number of days will of course always be available.

However, all cash will have to be entered into the system by using automatic cash terminals and cannot be used to buy food directly at the dinner counters.

They are programmed to accept £20, £10, £5 notes, £2, £1, 50p, 20p and 10p coins. The machines will not go live until **Tuesday, 3rd March** so pupils should not bring in any large amounts of cash before that date. There will be a charge of £1.50 to replace a lost card. Pupils must report a lost card to the kitchen immediately so the old card can be stopped. Any money from the lost card will be transferred to the new one.

If your daughter is entitled to a free school meal, their account will be credited with the free school meal allowance every day.

Yours sincerely

Mrs Jackie Cahlin
Headteacher