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Acting Head Teacher  
Mr Brian McDermott

14 August, 2020

Dear Parent/Carer,

### **School Meals Payments Interim Arrangements**

I am writing to notify you of Glasgow City Council's planned changes to the way that young people pay for food purchased from the school's Fuel Zone at morning interval and lunchtime. The changes outlined below will only affect those young people who purchase food from the Fuel Zone at morning interval or lunchtime.

#### **Introduction**

Glasgow City Council is driven to reduce the exposure to cash handling in our establishments. As a result, over the course of this academic session, we will be introducing an online payment system in our schools for all purchases including trips, concert tickets, uniforms and school meals. However, as Glasgow has a substantial number of establishments, this will take some time to implement across the city.

Furthermore, due to the COVID-19 pandemic, concerns around cash handling have been heightened and therefore, we will be making some changes to our meals payments processes.

#### **Interim**

We will be introducing interim measures to remove cash handling for the payment of school meals.

#### **How payments will be made**

**From Monday, 17<sup>th</sup> August, schools will not accept cash for school meals and morning interval provisions.** Instead, payment will be by BACS transfer only. Payments will be made:

- In advance – parents can pay weekly, monthly or termly
- By BACS transfer
- By the close of business on the Friday, for the following week
- Using unique reference numbers per child (one for morning interval provisions and one for lunches)

#### **What this means for parents and carers**

To obtain your child's unique reference number(s), please email your request to: [allsaintsoffice@glowschools.org.uk](mailto:allsaintsoffice@glowschools.org.uk) including the following information:

- **Your child's full name**
- **Their year group**
- **Date of birth details**
- **State whether you require the reference number for morning interval food purchases or lunchtime purchases or both.**

You will then receive email confirmation of your child's unique reference number(s) allowing you to make advance payment for their food purchases.

Please note, when making a payment, you must include your child's reference number(s). If you do not do so, the payment will not be traceable and your child's account cannot be credited.

## Free School Meals

Those young people in receipt of free school meals will be provided with a hot or cold meal at lunchtime – there is no change to this arrangement. However, if they wish to purchase food at morning interval, then a payment made by BACS transfer will be required. There is no transfer required for free school lunches.

## Reference Numbers

As stated previously, each child will have two unique reference numbers – one for morning interval food payments and one for lunch payments. Each reference will consist of 13 characters. For example,

- 123B123456789 – the letter 'B' indicates that this is for morning interval purchases only
- 123L123456789 – the letter 'L' indicates that this is for lunchtime purchases only

If you wish to make payment for your child's morning interval or lunchtime purchases only, you will only require one reference number. Please state which reference number you require in your email request.

If you wish to make payment for both morning interval and lunchtime purchases, you will require both reference numbers as you will make separate payments for morning interval purchases and lunchtime purchases for each child.

## Payment Table

The tables below provide details of weekly and termly costs.

<b>Lunches (Rate - £1.90 per day)</b>		
Period	No of Days	Cost
1 week	5	£9.50
4 weeks	20	£38.00
To October Break	37	£70.30
Term 1	84	£159.60
Term 2	58	£110.20
Term 3	45	£85.50
Full Year	187	£355.30

<b>Morning Provisions (Rate - £2.00 per day)</b>		
Period	No of Days	Cost
1 week	5	£10
4 weeks	20	£40
To October Break	37	£74
Term 1	84	£168
Term 2	58	£116
Term 3	45	£90
Full Year	187	£374

**To reiterate, these changes will only affect those young people who intend to buy food from the Fuel Zone at morning interval and/or lunchtime.** If your son/daughter uses the Fuel Zone at morning interval or lunchtime, you may wish to consider providing them with a packed lunch and/or a morning snack.

The changes outlined are being implemented across the Glasgow schools estate and we apologise for any inconvenience these interim measures may cause. Should you require clarification of any information contained in this letter, please do not hesitate to contact your child's year head.

Yours sincerely,

Brian McDermott,  
Head Teacher

