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Head Teacher  
Jonathan Graham

10 August 2020

Dear Parent/Carer,

## School Meals Payments Interim Arrangements

### Introduction

Glasgow City Council is driven to reduce the exposure to cash handling in our establishments and during the academic session 2020/21, we will be introducing an online payment system in our schools for all purchases including school meals. However, as Glasgow has a substantial number of establishments, this will take some time to implement across the city.

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 Procedures

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

Please note that the free school meal and morning provision will revert to the pre lockdown eligibility criteria. <https://www.glasgow.gov.uk/schoolsandlearning>

### How payments will be made

From 17 August, schools **will not** accept cash for school meals and morning provisions. Payment will be by BACS transfer only. Payments will be made:

- in advance - parents can pay weekly/monthly/termly (see table of payment rates)
- by BACS transfer
- by the close of business on the Friday, for the following week (the first payment will be due by Friday 14 August)
- using unique reference numbers per child (one for morning provisions and one for lunches)

### What this means for parents

You must contact your child's school who will provide you with the unique reference number(s) for your child. These will be provided to you by **email for clarity**, and will not given out over the telephone. Please use the email address above and use "Reference number" as the subject heading.

When making a payment, you **must** include your child's reference number. If you do not do so, the payment will not be traceable.

### Reference Numbers

Each child will have two unique reference numbers, one for morning provision payments and one for lunch payments. Each reference will consist of 13 characters. For example, 123B123456789 and

123L123456789. If your child only has morning provision or lunch, you will only require the one appropriate reference number. If they have both morning provision and lunch, you will require both.

Please note that as this is an interim process, you will require to make separate payments for both morning provision and lunch for each child.

**Week Commencing 10<sup>th</sup> August 2020**

This will be a packed lunch service only, there will be no morning provision at breakfast or break time. As pupils cannot leave the school grounds at break, they are advised to bring a snack to school.

**Week commencing 17<sup>th</sup> August 2020 and onwards**

There will be a pre-school breakfast (before 8.50am), morning break and packed lunch service available.

**Payment Table**

**Lunches**

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

**Morning provisions**

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

Rate = £1.90 per day

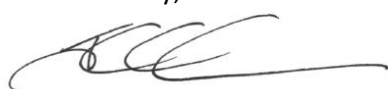
Rate = £2 per day

Term 1                      17 Aug - 22 Dec inc  
 To October Break      17 Aug - 8 Oct inc  
 Term 2                      6 Jan - 1 Apr inc  
 Term 3                      19 Apr - 24 June inc

Please note that schools are unable to accept cash for school meals and no refunds will be made for non-attendance.

I realise these arrangements may be challenging but I hope they prove manageable and will perhaps be reviewed in early course.

Yours faithfully,



Jonathan Graham  
**Head Teacher**