



Smithycroft Secondary School  
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Head Teacher Patrick Oberg

10<sup>th</sup> 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 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.

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 us via the email provided below and request a unique reference number(s) for each of your children. These will be provided to you by a return email, for clarity.

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

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School Website: <http://www.smithycroftsec.glasgowsch.uk>

Glasgow—UK Council of the Year 2015

Glasgow—Supporting the Gaelic language Glaschu - a' toirt taic do'n Ghàidhlig Glasgow—UNESCO City of Music

Glasgow City Council is an equal opportunities employer



## Reference Numbers

Each child will have two unique reference numbers. One for morning provision payments (Ref No contains B breakfast or break) and one for lunch payments (Ref No contains L lunch).

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 in your family.

The cost of school meals and morning provision is in the table below. You can pay weekly, monthly or termly.

To obtain the unique reference number(s) for your child/children please contact Mrs Kerr, **by email below only**, and she will send them on to you. We realise that this is a new way of working for some parents and therefore, feel free to ask for more details or a fuller explanation in your email.

MKerr@smithycroft-sec.glasgow.sch.uk

## 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

Rate = £1.90 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

### 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 = £2 per day

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

### **Wed 12<sup>th</sup> / Thur 13<sup>th</sup> / Fri 14<sup>th</sup> August**

#### **There will be a Lunch service only**

Pupils should bring their own snack for break and a packed lunch if possible

Pupils on Free Meals will be provided a Packed Lunch

### **Week Commencing-17<sup>th</sup> August 2020**

Breakfast/morning break service available

There will be a charge of **£2** for the following:-

Before 9am-2 slice buttered toast + 1 orange juice cuplet

or

Morning Break-Hot Roll-Sausage, Bacon, Cheese Toasty + bottle of water.

These items **cannot** be exchanged for a free school meal. The free school meal is a lunch time provision only.

#### **Lunch Service**

This will be a packed lunch service. For Pupils on Free Meals or Pre-Paid BACS System as outlined.

Should you choose not to use this service please provide your child with their own packed lunch.

Vending Machines within the school are currently out of use.

Apologies if this seems a complex process and I sympathise that this has been introduced to schools at such short notice. Should you have any issues with this new process please do not hesitate to contact us.

Your faithfully

**Patrick Oberg**  
**Headteacher**