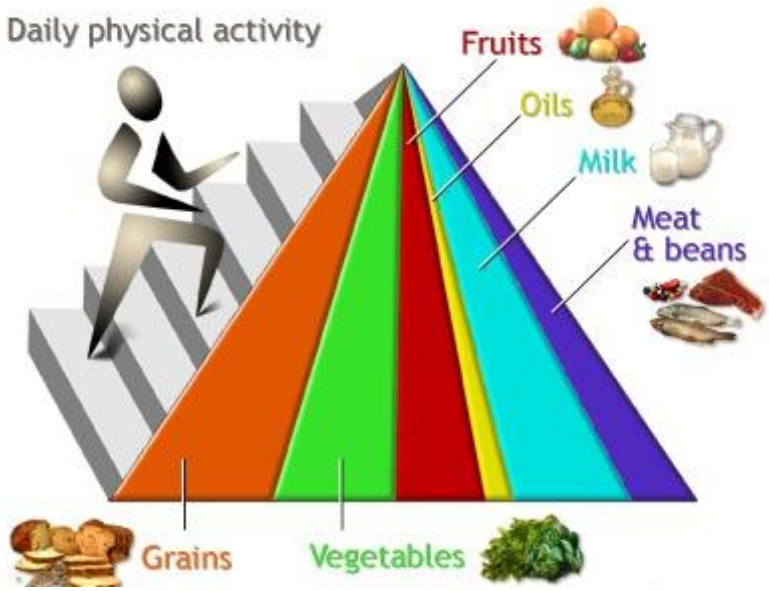
ST JAMES'S

CHURCH OF ENGLAND HIGH SCHOOL

CARING FOR OTHERS † ACHIEVING EXCELLENCE



CASHLESS CATERING

What are the main benefits of a Cashless Catering System?

* It is a more convenient way of paying for school meals. No more looking for change every morning.

* It discourages the misuse of school dinner money through spending in shops outside of the school grounds.

* It alleviates many of the associated problems with the use of cash in schools, e.g. loss, theft and bullying.

* Specific food allergy ingredients can be barred automatically.

* Healthy eating is encouraged.

* Queuing times are reduced through increased speed of service.

* Automatic free meal allocation with the pupil remaining anonymous.

* It teaches pupils how to manage their account.

* A more efficient delivery of service helps the caterer to provide wholesome, healthy and enjoyable school meals at a low cost.

How are pupils recognised by the system?

Each pupil will have their fingerprint registered when they attend the **'Taster Day' each year** Or for In Year Admissions when they commence. Those not wishing to sign up to the biometric system will be able to use a card, which is issued free of charge (to replace a lost card there is a charge of £5.00.)

How is this then used to obtain a school meal?

The pupil simply places their finger on a scanner at the point of sale; a display will show the server the pupil's name, form and current cash balance held within the system. The selected food items will be entered into the till and the amount spent and the new cash balance will show on the display.

How is money entered into the system?

(a) Using our online payment system (registration details to follow separately) parents are able to top up accounts from home **with a minimum top up of £10**. Go to www.st-james.bolton.sch.uk, click on 'Online Payments for Parents' and log in as usual.

(b) By cheque payment made to **'St James CE School'** via the Finance Office to cover any period, ie term - ½ term - month or week - or a fixed monetary amount of your own choice. A post box to receive cheques only (not cash) is in the finance office door.

NB To enable the finance office to identify the correct pupil account, please write the "full name, form and catering" on the back of the cheque.**

If the payment is to be shared between two pupils, please identify both with full name and form and how the money is to be shared.

(c) By cash into a cash machine located in the dining room which is set to accept £20, £10, £5 notes £2, £1, 50p, 20p and 10p coins. (1p, 2p and 5p coins cannot be used.)

How does the cash machine work?

The pupil places their finger on the scanner mounted on the cash machine which will display the pupil's name and current cash balance held within the system.

Coins are inserted into the slot and the cash balance will show on the display. Press the blue button to tell the system that the transaction is complete.

How will the pupil be able to check their current cash balance at any one time?

(a) By using the cash machine they can place their finger on the scanner to display the current cash balance. There is no need to deposit any money, just press the blue button to finish.

(b) The till will show the new cash balance each time the pupil purchases food.

If we pay for a set number of school meals, can it be spent in one day?

No, a daily spend limit of £5.50 will be set for all pupils and no food above that limit can be bought. Only on written request to the Finance Office can an individual pupil's daily limit be changed.

What if the pupil does not hold a sufficient cash balance one day to pay for a school dinner?

No pupil is refused a school dinner because they have not brought their dinner money to school with them. The school will provide a sandwich or hot meal for the day. However, the pupil would be expected to top up their account balance by 10.00 am the following day in the usual way. If the top up is not received the catering staff are unable to provide a meal without authorisation from the Pastoral Team.

What about pupils entitled to a free school meal?

The system works exactly the same for all pupils whether they pay or have a free school meal. All pupils have their own account to use in exactly the same way. There will be no more queuing for a free meal ticket or having the pupil's name entered into the free meal register at the till point.

The amount allocated for the free school meal (currently £2.40) will automatically be entered into the system each day and will be accessible at dinner break only. Please note that any underspend or missed dinner will not be added to the next day's balance.

As the free meal allowance can only be spent on a school dinner, the pupil may wish to top up their account to enable a greater daily spend either on the dinner or to pay for breakfast and/or break time snacks. This can be done in the usual way, ie by cash at the cash machine, cheque to the finance office or online.

Some pupils may find it difficult to control their accounts for the first couple of weeks, but because of a daily spend limit, most learn this important life skill very quickly and will enjoy being in control of their account.

Dietary reports can be provided in exceptional circumstances by written request to the Headteacher.

If there is a balance on the account at the end of the school year this will be carried forward to the next year. However, for Year 11 leavers balances of less than £10 will be donated to school funds to support school events. Balances of more than £10 will be refunded upon written request to the finance office before the end of the school year.