

## OFFICIAL

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 breakfast 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 breakfasts. 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 breakfasts 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.

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

#### **Reference Numbers**

Each child will have two unique reference numbers. One for breakfast payments and one for lunch payments. Each reference will consist of 13 characters. For example, 123B123456789 and 123L123456789. If your child only has breakfast or lunch, you will only require the one appropriate reference number. If they have both breakfast and lunch, you will require both.

OFFICIAL

## OFFICIAL

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

### 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

#### Breakfasts

Period	No of Days	Child 1 (£2)	Child 2 + (£1)
1 week	5	£10	£5
4 weeks	20	£40	£20
To October Break	37	£74	£37
Term 1	84	£168	£84
Term 2	58	£116	£58
Term 3	45	£90	£90
Full Year	187	£374	£187

Rate = Child 1 £2  
Child 2+ £1 per child

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