

# OFFICIAL

## Primary Schools - School Meals Interim Arrangements

### Payment Method and Meal Choices

#### 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.

#### How payments will be made

From the commencement of the new term, 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 schools

Parents who wish to pay for their child's lunch or breakfast will be advised to contact their child's school to receive the unique reference number(s) for their child. These must be provided to parents by email for clarity and audit purposes and must be issued from the school's generic email account. The email template is provided at the end of this information. Please ensure that pupil's unique references are always included with the bank details. If parents attempt to pay without a reference, the payment will not be traceable.

When parents are advised of their child's unique reference numbers, this should be recorded on the spreadsheet provided. This can then be matched to the list of payments made which the school will receive each Monday morning from Customer & Business Services.

When you receive your weekly list of payments, it will include the pupil's reference numbers and amounts paid. As payments can be made for multiple weeks (see payment table), you will need to ensure that the 'paid until' column on the paid spreadsheet is completed. Please note that parents will be required to make separate payments for each child for both breakfast and lunch, using the relevant reference eg each child will have a one payment for breakfast using the reference with 'B' included in it and, one payment for lunch using the reference with 'L' included in it.

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## Reference Numbers

Each child's unique reference numbers will consist of 13 characters. The first four characters will be the unique school identifier (eg St Mary's Primary - 213B for breakfast and 213L for lunch – see attached list for your school's unique identifier). The remaining nine characters are the pupil's SCN number from SEEMiS.

## 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

### 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 per day  
Child 2+ £1 per day

## Meal Choices

Attached is the new menu that will be offered to primary pupils from the start of the new session. The menu has been amended to take account of COVID measures for food preparation.

It is suggested that a sticker system is introduced to identify menu choice to speed up the serving of meals. Pupils, at the start of each day, should make their lunch choice and a note of this should be taken to the catering staff. Specialist dietary requirements will be catered for. A flow chart is attached for assistance. This system should be used from the beginning of the session ie 12 August 2020.

