Our Ref

Your Ref

Contact

Tel: 01698 274984

Fax: Jill Woodward

Email: [ht@orchard.n-lanark.sch.uk](mailto:ht@orchard.n-lanark.sch.uk) Head Teacher

Date: 22/8/16 Orchard Primary

Castlehill Road

Wishaw

ML2 0LB

Dear Parent/Carer

**CATERING PAYMENTS**

On the 1st of September we introduced a cashless catering system No cash will be taken at the point of sale, for tuck, breakfast or lunch. Each child will be issued with a card to pay for food purchased in the dining hall and at the tuck shop. Funds can be added to the card by the child at a machine in the school. To enable this sytem to run smoothly:

* All children have been issued with a card **(which must be retained in the school).**
* Each child has had their photograph taken to go onto the cashless catering system (not on the card), so that the catering staff can ensure that the card is being used by the appropriate child.
* On **Thursday 1st September** catering staff were be on site to show the children how to add funds to the card at the machine in the school prior to them using the card at the point of sale at lunchtime.
* Support staff and the school’s leadership team continue to support adding money to cards.

Free meal entitlement is automatically put onto the card before lunchtime each day, **these funds are not available at tuck**. If unused the balance will be removed at the end of each day.

The current cost of a school meal is £1.90 this includes milk, however water or juice will cost more than that. All free meals, including P1-3 are entitled to their main meal, a dessert/fruit and milk, not a fruit juice. There are jugs of water in the dining area for children.

Parents/carers should ensure that there is enough funds in each child’s account for payment. Any shortage of funds will be recorded by the system and will have to be paid.Children will bring home a slip from catering if they have not had enough money. **No child will be refused lunch.**

We would appreciate, if parents/carers could send cash/cheques into the school on a weekly basis to reduce time taken by children to add funds to the cards at the machines in school.

**ONLINE PAYMENTS FOR MEALS** AND **OTHER SCHOOL EXPENSES, EG TRIPS**

Work is currently underway to set up the facility to allow you to pay online for school meals and other school expenses. This should be operational in the next few weeks and I will contact you again with information on how to pay online.

Yours sincerely

**Mrs Jill Woodward**

**Head Teacher**