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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 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.

Reference Numbers

Each child will have two unique reference numbers. One for morning provision payments and one for lunch payments. Each reference will consist of 13 characters. For example, 123**B**123456789 and 123**L**123456789. If your child only has morning provision or lunch, you

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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.

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

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

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School Meals Payments

Thank you for contacting us regarding meals payments for your child

The unique reference for **morning provision** payments is

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The unique reference for **lunch** payments is -

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Please note that separate payments must be made for both morning provision and lunches and the relevant reference **must be** quoted when making any payment. If you do not, your payment will be untraceable.

The bank details for payment are:

Bank: Royal Bank of Scotland
Account Name: School Meals BACs Payments
Sort Code: 83-44-00
Account Number: 10836470