Dear Parent/Carer

**School Meals Payments Interim Arrangements**

Glasgow City Council will be introducing an online payment system in our schools for all purchases including trips, concert tickets, uniforms and school meals. 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.

**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 reference number(s) for your child. These will then be emailed to you.

When making a payment for school meals, you must include your child’s reference number.

**Reference Numbers**

Each child will have two unique reference numbers. One for breakfast/ interval payments and one for lunch payments. Each reference will consist of 13 characters. For example, 123**B**123456789 and 123**L**123456789.

**Payment Table**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Lunches** |  |  |  | **Breakfast/ interval** |  |  |  |
|  |  |  |  |  |  |  |  |
| **Period** | **No of Days** | **Cost** |  | **Period** | **No of Days** | **Cost** |
| 1 week | 5 | £9.50 |  | 1 week | 5 | £10 |
| 4 weeks | 20 | £38.00 |  | 4 weeks | 20 | £40 |
| To October Break | 37 | £70.30 |  | To October Break | 37 | £74 |
| Term 1 | 84 | £159.60 |  | Term 1 | 84 | £168 |
| Term 2 | 58 | £110.20 |  | Term 2 | 58 | £116 |
| Term 3 | 45 | £85.50 |  | Term 3 | 45 | £90 |
| Full Year | 187 | £355.30 |  | Full Year | 187 | £374 |
|  |  |  |  |  |  |  |  |
| Rate = £1.90 per day |  |  | Rate =  | £2 per day |  |

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

Many thanks