



7 July 2015

Dear Parent(s)/Carer(s)

### **School meals and school bus payments**

As from September we will have a new system in school for purchasing school meals. We will have a 'cashless catering' system which means that the school will not deal directly with cash for school meals in the office or the dining room.

Every child will be set up with an account which can be pre-loaded with money. At the food service counter your child's thumbprint is then used to identify their account and the total cost of the food is deducted from their account balance. (See separate Biometric letter for full details).

Payments into their account can be made in the following ways:

- Your child brings cash into school and puts it into a special machine.
- You transfer a set amount of your choice into the school account (see details below)
- You pay a set amount by cheque (see details below)

A meal deal consisting of a main course and pudding will cost £2.30 per day, so this will give you a guide of how much money you wish to give your child to pay in, or how much you wish to transfer or pay by cheque. Paying directly to school by bank transfer or cheque will require a lump sum of money of your choice, rather than a daily amount.

Students will be able to purchase a main meal separately, without a pudding if they choose, and prices for these will be given on our website over the summer.

After feedback and suggestions from our students, we will be creating a new autumn term menu which, again, will be available on our website.

We will be moving to an 'ipay' online payment system for parents, which will enable direct payments for all school activities, e.g. bus, dinner, music, trips etc. This will be available at some point during the autumn term and we will notify parent of the changes.

If your child will be catching the school bus, they will need to buy a half-termly bus pass for which the amounts are displayed in the table overleaf. Please note that all public holidays and inset days have been taken into consideration, however the half termly amount is a fixed price and further deductions cannot be made due to student absence as the service is being greatly subsidised by the school.



NOTTINGHAM  
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| Half Term Dates                    | Fixed Bus Pass Price |
|------------------------------------|----------------------|
| 3 September 2015- 23 October 2015  | £72                  |
| 2 November 2015 – 11 December 2015 | £60                  |
| 4 January 2016- 11 February 2016   | £58                  |
| 22 February 2016 - 24 March 2016   | £46                  |
| 11 April 2016 – 27 May 2016        | £68                  |
| 6 June 2016 – 22 July 2016         | £70                  |

If you have difficulty meeting these costs in a single half-termly payment, or if your child will regularly catch the bus but on a reduced number of days, please contact the school to make alternative arrangements. Students will be able to catch the bus on the first day and bus passes will then be issued in school.

#### How to pay directly to school

If making a direct bank transfer please use the following school account details:

Bank: RBS City Office, 8 South Parade, Nottingham NG1 2JS

Account number: 11526417

Sort code: 16-26-32

Please give the transfer a title with your child's name and the reason for payment e.g. Joe Bloggs bus or Joe Bloggs dinner.

Cheques should be made payable to Nottingham Free School and placed in an envelope clearly marked with your child's name and the reason for payment.

If you have any further questions about payments to school please do not hesitate to contact us using [contact@nottinghamfreeschool.co.uk](mailto:contact@nottinghamfreeschool.co.uk). Please note that school will be closed for the whole of the summer holidays and e-mails will be accessed less frequently than usual.

Yours faithfully

Mrs J. Brown  
Head of School



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## Frequently Asked Questions

### **What if my child doesn't have enough money on their account to buy a meal?**

Your child will be notified at the till that they do not have enough money but will be allowed to have food on that day. It is your child's responsibility to let you know that they need more money for school dinners.

### **What if my child is in receipt of free school meals?**

A daily amount will be automatically added to their account and they will be able to make choices at the till in the same way as everybody else.

### **What if my child only wants a dinner on a few days per week?**

The system is totally flexible and allows students to have a dinner whenever they want, as long as they have sufficient money in their account. Even if your child normally has sandwiches, you may want to have a small amount in the account in case of emergencies.

### **What if my child only catches the bus 2 days a week or every other week?**

Please contact the school office by telephone or on [contact@nottinghamfreeschool.co.uk](mailto:contact@nottinghamfreeschool.co.uk) to make alternative arrangements.

### **Will my child's biometric details (thumbprint) be used for anything else?**

No, this is only used to identify each student at the till point for our dinner service.