

5th October 2011

Dear Parent/Carer

We are pleased to announce that we are installing a new cashless system for the catering service at St Ursula's Convent School. Our desire is to continue to provide and improve on the quality of the school meal service at your school.

We are sure you will appreciate the advantages the new system will now offer the parents and pupils of the school. Also the system will also enable us to deliver a more efficient, faster service and to continue to provide wholesome, healthy, and enjoyable meals at the lowest cost.

The system will start from today. All pupils and staff will be issued with a 'card' prior to this date, be informed of and given training on how to use the system.

For your convenience and to assist us in our administration of the service, a method of payment by cheque will be introduced. The cheque can be made out to '**WILSON JONES CATERING LTD**', and placed into the Post Box provided in the Dining Hall. - **Please write the full Name of Pupil and Class reference on back of cheque and place in an envelope.**

Cash notes can also be placed into an envelope and posted in this Post Box. - **Please write the full Name of Pupil and Class reference on back of cheque and place in an envelope.**

Any amount of money can be paid into your account held within the system, money spent on food will be taken out of the system and you can always check by using the revaluation terminal to see how much you have left.

The school is also able to provide you with a report detailing each item of food served, each credit made to the system, for any time period and show a current balance.

There is a daily 'spend limit' programmed into the system, this can be increased or decreased for an individual pupil by making a written request to the school kitchen.

However, should you wish your child to continue to bring 'dinner money' to school, the facility for accepting cash payments for the day or a number of days will of course always be available.

However, all cash will have to be entered into the system by using the automatic cash terminals and cannot be used to buy food directly at the dinner counters.

They are programmed to accept **£2 - £1 - 50p - 20p - 10p coins.**

Yours sincerely

Mrs C. Warnock Wilson Jones Catering Limited