



# St Ivo School

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[www.stivoschool.com](http://www.stivoschool.com)

**Headteacher: Howard Gilbert**

Dear Parent/Carer

## **Cash free catering**

We would like to introduce cashless catering during December 2007.

### **The Catering Service is going Cash Free**

From January 2008, the catering service at the school will be totally cash free. This will dramatically speed up payment for food, reduce queuing and therefore increase the time the children have to enjoy their breaks.

### **The Card System**

All pupils and staff will be issued with a St Ivo School smartcard free of charge, which can be used to purchase food from the Café, although the card will not be used for vending.

### **What happens if a card is lost?**

If a card is lost, misplaced, stolen or left at home by mistake, the cardholder will need to see the Cashless Catering Administrator to report its loss. At that time the card will be placed on a hot list to prevent unauthorised purchases and a temporary card issued.

Should the original card be found within 3 days, it will be removed from the hot list and returned to normal use. During this time, a temporary card will need to be collected each morning from the Cashless Catering Administrator. If the card is not found within 3 days, a permanent replacement will be provided. Replacements will cost £5 each. The system records all card transactions enabling replacement cards to be issued with the original balance intact.

### **Free School Meals**

Pupils who are entitled to free School Meals will automatically have £2.00 added to their daily account. Parents who wish to add to this amount can top up the card. The 'Free School Meal allowance' purse will be used up before the personal 'top-up' purse is used; thereby full entitlement is always received.

### **Topping up the account**

There will be 3 ways of topping up your account.

#### **Cash**

The St Ivo School will install 3 Cash Value Loaders for cash to be added to you child's account. They accept all denominations from 10p to £20 notes. These are designed to provide emergency top-up, and to check current balances.

#### **Cheque**

You will be able to send in cheques in a sealed envelope clearly marked Catering - cash free. Please allow 24 hours from when we receive your cheque for the account to be credited. There will be 2 drop boxes located by the Business Centre and N Block.

#### **Online**

You will be able to pay on the School's Business Centre website ([www.st-ivo.co.uk](http://www.st-ivo.co.uk)) either as a one-off top up or you can set up a credit card direct debit payment. You will also be able to see the balance on the account and set the daily spending limit (see below).

### **Daily Spend Limit**

A default daily spend limit of £2.50 will be set to each account. You will be able to raise or lower this limit either by contacting the Cashless Catering Administrator or online (as above).

Yours sincerely

Barbara Kessel  
St Ivo School



Cambridgeshire  
County Council