

October 2012

Dear Parent/Carer

Cashless catering is coming to John Mason School! We are committed to improving the quality of our catering service to students so we are introducing an exciting new cashless system in the school's Diner. The advantages of the new system are:

- Students will buy food from the Diner using a finger scan instead of cash.
- The Diner service will be more efficient and the queue will move faster.
- Parents will be able to see on the school website an itemised list of what their child is buying at school.

To make this work, each student will have their own account into which payments are made. They will pay for food in the Diner using a finger impression, which means the system is quick, secure and will reduce incidents of lost cash.

- Parents can top up their child's account online.
- Students can pay £2, £1, 50p, 20p and 10p coins into a specialised Top Up machine outside the Hall to increase their credit.
- Students can put cash or cheques (made payable to Oxfordshire County Council) into a Post Box at Student Services reception and a member of staff will top up the student's account. Cheques should have the name and tutor group of the student written on the back, and all money should be submitted in a named envelope.

Students are still welcome to bring 'dinner money' to school, but all cash will have to be entered into the Top Up machine and cannot be used to buy food directly at the dinner counters. Students can use the machine at any time to check how much money is left in their account. All students and staff will be given training on how to use the system.

The cashless system will start on Monday 22 October. Students will be able to use the Top Up machine in school as soon as they are registered on the system next week, so **it would be a good idea to send your child with some money on Thursday 18 and Friday 19 October so their account is ready for use the following Monday.** From 22 October no cash can be accepted at the food counter. We will inform parents as soon as the system is ready to accept online payments.

We recognise that some students may increase their food purchases under this system, so we have programmed into it a daily 'spend limit' of **£4.50**. This can be increased or decreased for individual students by making a written request to Mrs Wiltshire, the Business Manager.

We have spent a lot of time investigating how this cashless system is used in other schools and are convinced of the benefits it will bring to students and parents at John Mason School. Students and their money will be safer and parents will have more control over what their children are buying.

A leaflet is enclosed that provides more information about the cashless system and should answer any questions or worries you may have. However if you have any particular concerns please contact Mrs Wiltshire at the school.

Yours sincerely

Ms D Mashiter
Headteacher

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