



## JAMES GILLESPIE'S HIGH SCHOOL

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August 2012

Dear Parent/Carer,

James Gillespie's High School operates a cashless system in our school's dining facilities. Instead of cash students use a card to pay for their purchases at the point of sale. The cashless catering cards act in the same way as debit cards. Money will be credited to them using "Revaluation" machines located near the school office and in the main foyer. Staff and students will be able to upload value into their cards by inserting their cards and coins into these machines. Staff and students will be able to use their card to purchase food from the dining centre while their cards are still in credit.

Use of the revaluation machines is the only way to add value to the cards, so students will have to bring with them sufficient coins to meet their needs. The school cannot process cheques or notes nor can we provide change as the school does not keep cash.

For students who receive free school meals their cards will be uploaded with the value of the school meal each day and those students will use their cards to purchase meals in the same way as the other students. Any unused free school meal value left on the card will be removed at the end of the school day and will not accumulate. As with the other students, those receiving free school meals can upload additional value to their cards using the revaluation machines.

In order to encourage the safekeeping of these cards we will charge £3 to replace a lost or damaged card. This will be refunded if a lost card is subsequently found.

The money collected for school meals is processed by the school on behalf of the school meals contractor, the school will therefore be unable to provide refunds of unused money on cards, for example, at the end of term. Because students can plan their requirements in advance the school will no longer be able to provide "credit" for those who arrive at school without money for their lunch.

The cards are based on the Edinburgh One Card and those students issued with a personalised One Card will be able to make use of a range of additional services.

Most of our new S1 students will have had photographs taken before they left their primary school that will be used to produce personalised One Cards bearing their photograph. These will be issued to them at the start of term. However it will always be the case that some students will not have had their photographs taken for a variety of reasons. The school is able to provide them with a card that can be used in our dining facilities; it will not however bear the student's photograph. As this will not be an Edinburgh One Card, but simply a means to purchase food from our dining facilities, students will not have access to One Card services with this school issued card.

Students who need a card, who have any questions about the use of cards, or require replacement cards, should report to Reception in the main foyer during the school lunch period from 13:00 hr to 13:30 hr.