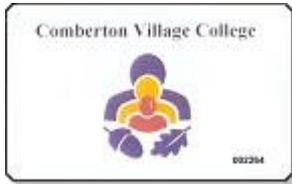


Cashless Catering

The College operates a cashless catering system. Each pupil is issued with their own unique account card (*illustrated below*). When the card is placed on a card reader at the 'till' a display shows the pupil's name, photograph, tutor group and account balance. The selected food items are entered by the catering assistant and the amount spent and new balance is displayed.



As a guide, a pupil having school lunches will spend an average £10.00 to £12.00 per week from their card.

Money can be credited to a cashless catering account by three methods:

(1) - Online Payment. This is the school's preferred method of payment. Parents can now credit individual cashless catering cards online 24/7 using their credit/debit cards via a company called WisePay. Payments are transferred straight into the school's bank account.



Full username/password access details are given to parents and there are information pages available on this website. When you make an online payment it takes approximately 10 minutes before the credit becomes available on a cashless catering card for use in school.

(2) - By Cheque, payable to 'Comberton Village College' to cover any amount or period. The cheque should have the child's name, tutor group and "cashless" written on the reverse. Cheques should be put into the Cashless Catering Post Box located next to the Finance Office. Any cheque posted into the box by 9.00am each day will be processed and the amount will be available for use at break. If the cheque is to cover more than one pupil, the names and breakdown should be written on the reverse of the cheque.

(3) - By Cash into one of the cash units located in the dining hall and foyer. These accept £20.00, £10.00, £5.00 notes and £2.00, £1.00, 50p, 20p and 10p coins. Simple instructions are on the cash units. *(However, bringing cash into school is not encouraged and parents are asked to use online payment or cheques whenever possible)*

There is a default spending limit of £6.00 per day set by the system. This amount can be changed by parents, at any time, by written request to the Finance Office.

The system does not give credit. If a pupil forgets to bring money to top up their card, they should go to the Finance Office who will issue a form to use at the till. This will enable them to spend up to £2.00 for food and drink. This amount will need to be cleared by the next school day and the account recharged with money before further purchases can be made.

Similarly, if a pupil forgets to bring their card, a form can be issued by the Finance Office.

If a card is lost or damaged, **no money is lost.** The Finance Office should be notified and a new card will be allocated and the old one cancelled. Any balance on the lost card will be automatically transferred to the new card. The new card is ready for use immediately. Due to the high cost of the cards the first card is issued free but a £4.00 charge will automatically be deducted for a replacement.