

9 September 2016

Roysia Middle School Burns Road Royston Hertfordshire SG8 5EQ

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Dear Parents/Carers

Headteacher: Miss Z J Linington

REMINDERS RE BIOMETRIC 'LIVE REGISTER' SYSTEM

With regard to the above new payment system for purchasing any food from the school canteen, please note the following, and discuss it with your child:

- To top up your child's account for snacks and dinners, a minimum of **£5.00** must be placed in a named envelope and given by your child to their class teacher, **preferably Monday morning** during registration. Note £5.00 = 2 school dinners, 40p-£1.40 = snacks, 60p-£1.00 = drinks.
- Money must be paid in advance so that it can be uploaded to your child's account before 10.45am on the day.
- Payments under £5 cannot be accepted and will be returned to your child.
- Free School Meals – a meal deal includes a main course + dessert for £2.50. Extra items i.e. break time snacks and drinks **are not included**. Therefore you must send in payment to cover these.
- Your child is informed of the remaining balance each time they make a purchase and they are asked to inform you when a top up payment is required.
- Accounts below the threshold of £0.00 will be locked and no purchases allowed until further payment is made.
- Consent letters have been re-issued. Please respond if you wish your child to be registered.
- Please do not make payments at the school office, particularly in the mornings, as this causes congestion at peak times.
- Although there is minimum payment of **£5.00**, there is no maximum payment should you wish to pay in advance for a half/full term/year – larger payments preferable please. Cash or cheques made payable to 'Roysia Middle School'.
- Online payments will be available from January 2017, when you will be able to access your child's account.

We welcome your support during this transition period and thank you for your patience.

Yours sincerely

Mrs E Stamford
School Manager