



## 1. Cash

There will be two cash deposit machines in school for use by students and staff. They are programmed to accept £20, £10 and £5 notes and £2, £1, 50p, 20p and 10p coins.

Pupils can pay in as much as they like, but please ensure that your daughter always has enough credit in advance to cover daily meals. Our catering company advise us that the average cost of daily meals is £2.00 excluding breakfast or break time items.

## 2. Cheques

For your convenience and to assist us in our administration of the service, a method of payment by cheque will be introduced. Cheques should be made out to “**Taylor Shaw**”, and placed into the Post Box located next to the Cash Deposit Machine.

**Please write the full name of your daughter and her year group and form on the back of the cheque and place it in an envelope**

**If you have more than one daughter in school and wish to pay with one cheque**, you will need to write their names and form details, separately on the back of the cheque.

Cheques will only be credited to your daughter’s account the following day after they have been placed in the post box.

There is a daily “spend limit” programmed into the system of **£4.00**. This can be increased or decreased for an individual pupil by making a written request to the school kitchen.