

City of London School for Girls

Biometric / Card System for Catering

The Catering Service at the School uses a Biometric / Card system which applies to all, other than Preparatory Department children whose lunch is included in the school fees.

The system offers more choice and allows your daughter to decide what she would like to eat for her lunch. She will only pay for the meal chosen.

The payment system is by Biometric system or Smart Card. This means that your daughter does not need to carry cash with her to purchase food. Limits on spending can be applied if you wish.

We suggest that if you intend for your daughter to have a main meal and snack each day of term, a payment of around £250-£300 will cover this. Any leftover money can then be transferred to the next term.

The amount you wish to provide for vending machines and snack items is at your discretion. We are sure that your daughter will advise you of the correct amount!!

We have attached a form for your funding of the card. It is vital that your daughter brings in this initial payment on their induction day or you can send in before the end of the previous Summer Term, or during the summer break. Top up payments can be made at any time, by sending in a Cheque to The Catering Department with your daughter's name on the back, and made payable to The Brookwood Partnership.

Security for smart cards (if not using the Biometric system)

If your Daughter has a Smart Card and the card is lost your money will not be; it will be re-credited to a replacement card, available from the Media Resources Dept. (There is a charge of £5.00 for the the first replacement, £10 for any subsequent).

This card will be issued to your daughter either before or on the first day of term. There will be no cost for the initial supply of the Smart Card, or its replacement if faulty.

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Biometric / Card System for the Upper School

I/We enclose our cheque for £..... payable to The Brookwood Partnership Limited.

- I wish to restrict my daughter's total daily spend to £.....
- I do not wish my Daughter to have access to the Vending Machines YES/NO
- I wish my daughter to have a £..... daily restriction on money for vending machines.
- My daughter can spend unlimited money on Vending machines and Lunch. YES/NO

Daughter's name.....

Class.....

It is vital that this payment arrives on or preferably before Induction Day. Cheques can be forward dated to 7th September

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On Induction Day any cheques or cash payments (in a sealed envelope) will be collected by the form teachers and taken to the Catering Office to be credited to your daughter's account.

The Catering Manager will give a short talk to each form in the afternoon to explain how the system works and what services are available.

