



Introduction to cashless catering and dining room, 2 November 2015

Key Information

Use of Cashless Catering and money management

- No cash will be accepted in the dining room at all
- Any cash that you bring to school for purchasing food or drink needs to be put into one of the cash loaders before you go to the dining room. This money is put into one of the cash loaders around school in one of 3 points, upper open area, main entrance and Science corridor
- When you go to the cash loader, you use your finger scan (right index finger only) to identify yourself to the machine – your name then appears on the display and you insert your money
- If you did not have a finger scan done, you can do so at Student Reception as long as you bring in a signed consent letter – also available from Student Reception
- If you did not have a finger scan taken as part of the registration process you will be issued with a PIN code which you will need to remember – if you forget this you need to go back to Student Reception

Free School Meals

- If you receive free meals in school, you no longer need to collect any form of token – simply go to the till to pay for your food and you will automatically have your Free School Meal allowance available in your account. Thank you for your patience with the old system
- If you receive free school meals – please be aware that if you do not spend your money each day then it will not remain on your account balance. It is cleared off the system each day - you cannot 'save up for a banquet'
- If you receive free meals you can put your own extra money into the cash loader as can anyone else if you wish to do so

When can I buy food?

- You can buy food at break and at lunch or both – the main meal and pasta / potatoes are only on sale at lunchtime but there will be a limited number of Panini's for sale at break for those who may like them and want to go to do something else at lunch

Money Management

- You need to pay attention to your balance – please don't turn up at a till with lots of food that you do not have money to pay for, you will NOT be served. Check your





- balance carefully and check it again when you have paid for food – your balance is displayed on the till after you have paid for food
- You cannot have an overdraft at all – no credit is given

Use of Cash Loaders

- The cash loaders accept 10p, 2p, 50p, £1 and £2 coins as well as all English notes - £5, £10 and £20. **Bronze coins, 1p and 2p are not accepted.** When you insert notes, ensure that they are flat and not folded in any way including in the corners please
- When you put money onto the cash loader, follow the procedure below very carefully each time to ensure money you put in goes onto your account:

1. **Press the reset button to clear the machine memory**
2. **Scan your finger or enter your code – your name and balance appears on the screen**
3. **Insert the money that you wish to enter**
4. **Check the balance is correct**
5. **Press the rest button to finish**

Where are the cash loaders and when can I use them?

There are three cash loaders; these are in the locations below and you can use any of them:

1. Open area opposite U8
2. Main entrance next to the lift
3. End of science corridor near to the exit

You can put money into the cash loaders at the following times:

1. Before the start of lesson 1 when you come into school
2. At break time
3. At lunchtime
4. At the end of the school day

Please think ahead – plan your strategy to reduce the number of times that you go to a cash loader. If you can bring money in for the whole week, then that helps as you may only need to go to the machine once. **No one will be able to leave lessons or be late for lessons for putting money into cash loaders.**

Use of the dining room

- The dining room has enough seats for 350 people at a time
- We expect everyone to queue respectfully and behave in an outstanding manner in the dining room at all times
- We expect everyone to clear up after themselves in the dining room and leave the space that they sat at in a clean and orderly state for the next person to use





- We expect everyone to enjoy using the dining room and feel comfortable in there

Queues

The queues shall be split into three main areas:

- **Access from the main dining room door**
 1. The first servery as you come in is for Pasta King and Panini's
 2. The servery at the bottom of the dining hall (near to D1) is for cold food and drinks
- **Access from the rear door to the dining room**
 1. This is for the hot meal deal of the day – this meal represents the best value and widest choice of meals

Who can use the dining room?

- The dining room is for everyone to use and we want you to use it and be proud of it
- You can sit anywhere you like with the exception of the area marked for Sixth Form
- The area marked Sixth Form (Post 16) is reserved for Sixth Form students to eat and will be opened up to the rest of the school should more seats be needed and if not being used

Where can I take food that I purchase in school?

- You should eat food that you purchase in school in the dining room
- You are able to take food that is not on a plate into the covered area outside the dining room but no food should be taken past the steps down from the dining area

What if I bring my own food to school?

- If you bring your own sandwiches you are welcome to eat these in the main school building in the **open area only** or **outside** – food should not be eaten in any other areas of the school such as corridors and classrooms. You are also welcome to eat your own sandwiches in the dining room if there are spare seats
- There are two new covered areas outside – one by the dining room and one by the West Wing – these are also available for you to eat your own food
- Priority for seats in the dining room will be given to those purchasing food in the dining room and if there are no free seats and you are eating your own food you may be asked to go elsewhere

Where can I play ball games?

The following areas of school are where you are permitted to play ball games:

1. Play park at the front of school – football with a maximum of 14 people at any one time
2. Basketball only in the area where you line up for assembly using the hoops provided





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3. To the rear of the theatre near to the student exit gate
4. In the grass and soft area at the front of school
5. To the rear of school on the way to PE where there is now a fenced area for kicking balls against – no balls should be anywhere near the building or where people go to access the dining room

Top five things I need to be good at with the new system

1. Putting money into the cash loader at a suitable time
2. Knowing your balance before you go to spend money
3. Not spending all of your money early in the day and running out later and not getting carried away and spending all of your money at once when it is meant to last the week
4. Making decisions about what you might wish to buy at break and lunch to manage your time effectively

Trying something new that you have not done before to see if you like it

