



INDEPENDENT SCHOOL CATERER

CITY OF LONDON SCHOOL FOR GIRLS

Biometric / Card System for the Upper School

The Catering Service at the School uses a Biometric / Card system which applies to all, other than Preparatory Department children whose lunch will continue to be provided as at present. Preparatory Department children will not therefore receive Smart Cards.

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.

Security

- 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.
- The 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.
- The payment system is Biometric or Smart Card. This means that your daughter does not need to carry cash with her to purchase lunch, morning snack items or confectionery.
- Limits on spending can be applied as you prefer e.g. you may wish to restrict your daughter's total daily spend or the amount to be spent on the products in the confectionery vending machine.

We suggest that if you intend for your daughter to take a main meal each day of the Autumn Term, as a guide, a payment of £300 will provide for this.

The amount you wish to provide for confectionery from the machines and snack items for this first term is at your discretion. We are sure that your daughter will advise you of the correct amount.

We have attached a simple 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.



INDEPENDENT SCHOOL CATERER

CITY OF LONDON SCHOOL FOR GIRLS

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 £____.____

Please circle

I do not wish my daughter to have access to the vending machines.	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.
--	---	---

For.....

Class.....

It is vital that this payment arrives on or preferably before induction day.

On the first day of term / 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.