

HBG

CASHLESS CARD CATERING FORM

To all parents/carers of Oriel High School students

It is the intention of HBG to introduce a cashless card payment system in the new school. All food and drink will be paid for by pupils using a card which has been topped up before entering the restaurant. No cash will be accepted by the cashiers. This system has the benefit of being safer for students, eases congestion at tills, and allows parents some control over the pupils spending and eating habits.

Control :

All programmed information on the cards is decided by the parents. This allows control over spend, frequency and even dietary choices. This is achieved by completing the form overleaf and stating your requirements.

Payment :

There is no limit to the amount you wish to place on the card, and a whole term could be financed and programmed in advance. There are even options on when and how you may wish your son/daughter to eat.

There are two methods of topping up the card :

- Pupils can put cash into the wall-mounted top-up machines located on the school premises.

or

- Parents can send payments (cheque only) to HBG Facilities Management, and the cards are programmed to accept the money.

Security :

If a card is lost or stolen the risk is low as cash totals are kept on the database not the card, and cards can be invalidated quickly by HBG.

Each card will have a unique number and a photograph of the pupil as a further security measure.

Please complete the form overleaf and return to HBG FM at the address given.

ORIEL HIGH SCHOOL CATERING PAYMENT FORM

The restaurant facility will be open for 3 periods during the normal school day :

- 0745 – 0815: Breakfast Club**
- 1130 – 1230: Lunch Break**
- 1430 – 1530: Afternoon (tea) period**

Please note that HBG would like forms and cheques to be sent to their address at school before 15th August 2004. Students eligible for free school meals should send a note explaining their entitlement.

All cards will be issued to pupils on 6th September 2004 once photographs have been taken.

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CASHLESS CARD CATERING FORM

Please complete the following information and return with cheque to the address at the bottom of the page :

NAME OF PUPIL:

FORM OF PUPIL (IF KNOWN):

PAYMENT AMOUNT:

STATE IF PAYMENT IS TO BE MADE INTO A DAILY ALLOWANCE :

Yes / No

IF YES TO ABOVE, STATE AMOUNT TO BE SPENT IN EACH PERIOD ON A DAILY BASIS

(Recommended minimum of £2)

Breakfast:

Lunch:

Special Dietary Requirements : Please list any special requirements that our catering staff should be aware of i.e. Nut allergy, diabetes below (using another sheet of paper if necessary).

All Cheques to be made payable to:

HBG Facilities Management Ltd

Send form and cheque to:

**HBG Facilities Management Ltd
Oriol High School
Maidenbower Lane
Maidenbower
Crawley
RH10 7XW**