

Letter issued to primary school parents/carers

October 2019

Dear Parent/Carer

Change to payments to school - SchoolPay

The price of a school meal will go up by 5p to £2.05 on 28 October 2019 which is still great value for a two course meal. From this date all schools will be going cashless and if you haven't already done so, you will need to sign up to use SchoolPay to pay for school meals for your child in P4-P7. School meals are free for pupils in P1-P3.

The link to register and sign up is on East Lothian Council's website under www.eastlothian.gov.uk/schoolpay. The school office will also help you to sign up if you need assistance, just ask. You can also contact the dedicated On Line Payments team on Tel: 01620 827562 or email onlineschoolpayments@eastlothian.gov.uk who will be happy to help you.

School meals can be pre-ordered through SchoolPay at home (this is the preferred method as it has less impact on teaching time) or each morning by your child in the classroom. Please note Friday packed lunches should be pre-ordered through SchoolPay. The menu and allergen information can be found on the Council website too and the Winter Menu will be coming out to you shortly.

Schools will **not** be able to accept cash or give change after 28th October 2019 as the processing of cash transactions is not best value for the school or Council in relation to managing its financial resources. It will also help us in school by freeing up time spent processing cash (which is a cost of around £8.50 per transaction and even greater for cheques) that can then be better used on other administrative support tasks.

Going forward, SchoolPay will be used to pay for all payments into school, ie. school trips, uniform, snack money etc. so it is important you sign up before the 28 October 2019.

We appreciate this change may initially cause difficulties for some parents/carers and families and if you have concerns about the impact on you please do not hesitate to get in touch with the school for support and assistance. If you have challenges with using Schoolpay or paying for your child's school meal, again please get in touch with us to see if we can help you. We can also help you to check if you are entitled for free school meals and a clothing grant.

Yours sincerely

Headteacher