



Forest Gate Community School

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Forest Gate,
London, E7 9BB

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Headteacher: Simon Elliott

2nd December 2015

Dear Parent/Carer

I am writing to inform you of some changes we are making to how our students pay for meals in school. At present students are able to pay for their meals by topping up their accounts with cash using the cash machines in school. From Monday, 11th January, 2016 students will no longer be able to do this. **No cash will be accepted in school and accounts will need to be topped up electronically.**

In making this change we are aiming to increase the number of students who make use of the school's catering facilities, which we are planning to enlarge and develop, whilst preventing students spending their lunch money on inappropriate foods in local shops. As well as the physical benefits of a healthy diet, there are proven links between good nutrition and improved academic performance. We really believe that this simple change will benefit our students and give parents the peace of mind of knowing that their children are eating well.

Electronic payment can be made in two ways:

1. On-line via a Squid payment account
 - To create an on-line Squid account please follow the enclosed directions
2. In shops using a top-up card where you see the PayPoint sign
 - To obtain a top-up card please complete the enclosed application form and return to the school office by the date shown

This information can also be found on the school website. Please note that either of the above payment methods has a minimum top-up level of £10.

Please feel free to contact our cashless catering system administrator Suzanne Stables (020 8534 8666 suzanne.stables@forestgate.newham.sch.uk) if you require any further information or assistance.

Thank you for your continued support.

Yours sincerely

Simon Elliott
Headteacher

Top-Up Card Application Form
(for parents who are unable to make payments online)

At this time, the household of

Student name.....(if more than one child, please give name(s) in space below)

Student number (if known).....

Year group.....

Tutor group.....

is unable to make payments online and wishes to apply for a PayPoint Top-Up card.

Parent's contact details

Mr/Mrs/Ms.....

Address.....

Post Code.....

Telephone(s).....

Please use the space below for any further information

Please note there is no charge for your initial card, however there is a £2.50 replacement charge for cards lost or damaged.
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Please note this form must be returned to the school office no later than Friday 11th December 2015 to ensure card availability for 11th January 2016.