

# Friends' School Lisburn

## School Meals 2020/21

**A School Meals account has been opened in your name so that, if you wish, you can make use of the school's catering facilities at lunchtime.** Please read this sheet carefully and **show it to your parents.** If you need further clarification about anything you should visit the School Office at break time.

### **Your account will have a balance on it as follows:**

- **Zero balance** – if your parents have not asked for an opening credit. If this is the case you will need to put at least £2.90 in to your account **before** you the join a lunch queue.
- **£10** – (new Year 8 pupils) if this amount has been sent in to us already you will be able to take 4 meals before you need to top-up your account. Please note that your parents may have made a larger initial payment.
- **£527.80**– sufficient for one meal on each school day in 2020/21 if your parents have ticked the “Termly Meals” option.
- If you are entitled to **Free School Meals** your account will be set up to accommodate this **as soon as we receive formal confirmation from the Education Authority.** Please note that your account will show a zero balance if you check the balance on a Revaluation Machine – this is normal.

### **How do I pay for lunch?**

- In the dining hall you will join the queue for either the hot meals counter or the sandwich bar. When you reach the head of the queue you will be asked to scan your finger (or enter your pin code). You can then proceed to the counter to select your meal.

Remember which finger was scanned first – although two fingers have been scanned **only the first scan can be** used to access your dinner account.

### **Use of PIN Code** (not issued to pupils who use finger scanning)

- Remember that the staff at the tills cannot tell you your PIN – you will need to remember it.
- You should not tell anyone else your PIN - always remember that your PIN code is confidential and the security of the funds in your account depends on your being discreet when entering your PIN at the till, Revaluation machine or at the school office.
- If you forget your PIN, or fear that it is no longer secure, you should come to the school office and ask for a new PIN to be generated.

### **How do I top-up my account or check the balance on my account?**

This can be done in two ways:

- Accounts can be topped up with cash at the Revaluation machines in the dining hall – instructions are posted on the machines. You can also check your balance at the revaluation machine.
- Bring a cheque to the school office at break time. Office staff will be happy to confirm your balance on your account.

## **Friends' School Lisburn**

### **What happens if I have no money in my account (or pocket) and I need a meal?**

- **It is your responsibility to ensure that you have dinner money on your account or with you on the day(s) on which you need it.**
- The School Office will be able to help in case of emergency **but this is not an alternative to your efficient management of your account** and cannot become routine practice. You should visit the school office at break time to see what can be done.

### **Free School Meals**

- Entitlement to Free School Meals is determined by the Education Authority – all enquiries about entitlement should be made to the relevant Regional Headquarters of the Education Authority.
- School cannot issue Free School Meals until we have received formal notification from the EA and you will need to pay for school meals until notification is received.
- The School Office can tell you if we have received this notification and amended your account to handle this.