



## HECKMONDWIKE GRAMMAR SCHOOL

1 July 2020

Dear Parent/Carer

### Our new catering service, payments in school & ParentPay

From September 2020, we are pleased to be working with Mellors Catering Services Limited (Mellors), who will provide the catering service in school on behalf of Heckmondwike Grammar School. An introduction newsletter from Mellors and sample menus are attached for information, and our website will be updated shortly with these details.

Mellors will continue to operate the cashless catering system, which enables us to deliver a more efficient, faster catering service to students whilst continuing to provide wholesome, healthy and enjoyable meals at a reasonable cost.

Various factors, including the change to Mellors and Covid-19, have made us review the way we accept payments in school. From September 2020, we are reducing the number of ways we accept payments. The primary method for all payments moving forward will be ParentPay. For those already using ParentPay, this will mean no change and you can continue to benefit from the ease of payment that ParentPay offers. ParentPay is a secure online service and provides parents with a convenient way to pay school for such things as school meals, music lessons, trips and residential. We are sure you will appreciate the advantages the system offers parents and students of the school. From 1 September 2020, we are removing the options of paying by cheque and pay point.

Please note the following:

- **For school meals only**, there will be a new minimum payment of £12.50 each time you make a payment through ParentPay. This is based on an assumed basic level of £2.50 per meal for each day.
- **We cannot accept cash** at the food counters in school, although there is a reval machine in school that allows cash top ups to the cashless catering system.
- The cashless catering system **does not allow overspends** so it is vital that your son/daughter has credit on their account before their first purchase, as they will be unable to make a purchase without sufficient credit. If your child is entitled to free school meals, we would strongly advise that you still ensure there is some credit on their account, as free school meals currently only allow for spend up to £2.45 in school.

Due to the transition to Mellors, please can we request that you top up your child's ParentPay school meals balance **after 1 September 2020**, ensuring sufficient funds are there for their first day at school.

Heckmondwike Grammar School, High Street, Heckmondwike, West Yorkshire, WF16 0AH  
Tel: 01924 402202 | Fax: 01924 418318 | Email: [office@heckgrammar.co.uk](mailto:office@heckgrammar.co.uk) | [www.heckgrammar.co.uk](http://www.heckgrammar.co.uk)  
Headteacher: Mr P Roberts

Heckmondwike Grammar School Academy Trust is a charitable company limited by guarantee, registered in England and Wales with company number 07348329. Registered office address as above.



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If you haven't already got a ParentPay account in place, please contact the Business Office by email using [finance@heckgrammar.co.uk](mailto:finance@heckgrammar.co.uk). We will send your personal ParentPay log-in details by email by the end of July 2020; your account can then be activated straight away.

If your son/daughter hasn't benefited from using the cashless catering service in school and would like to, we will need to ensure they are registered on the biometric system. If they aren't already registered, we will need to scan their finger to enable this for your son/daughter to access the system. This registration will take only a few minutes and will involve taking a biometric fingerprint image, which is then converted into an algorithm; the image is then deleted.

**In order to take a fingerprint image, we require your approval, and would therefore ask you to consent to this by emailing the Business Office, email address as above.**

It is also important that you **highlight any food allergies / intolerances** to us, again using the same email as above. As mentioned above, Mellors will be providing the catering service in school and therefore any information on food allergies and intolerances will be shared with them.

If you are worried about how your child can manage the balance on their cashless catering account, please note that the cashless catering system allows a daily spend limit of £5.00. The daily limit includes spending at the breakfast service, morning break and lunchtime service. Currently, a standard meal deal costs £2.45, which leaves students a further £2.55 to spend during breakfast and break service and to purchase a drink if they choose. The spending limit is reviewed periodically. This limit can be amended if written permission is received from parents.

We can appreciate that some parents may be concerned about the return in September and in particular, about how we can manage the lunch breaks and still adhere to the required social distancing rules. Please be assured that we are working on this and as always the safety of our students and staff is paramount, and we will ensure we can facilitate the catering provision in a safe manner.

If you have any further questions after reading this, please contact the Business Office on [finance@heckgrammar.co.uk](mailto:finance@heckgrammar.co.uk).

Yours faithfully

Mrs N James  
**Finance Director**

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