



Monday 17<sup>th</sup> May 2010

Dear Parent/Carer,

**Re: Meals on the Academy site**

Oasis Academy Shirley park runs a cashless system for purchasing food from the Academy canteen. This system offers parents and students the advantage of an efficient and secure service. All new Year 7 students will have their photographs taken and will be issued with a 'swipe card' during their first week at the Academy. In addition, they will be given instructions regarding how to use the system.

For your convenience and to assist us in our administration, the preferred method of payment for meals will be by cheque. All cheques must be made payable to '**VCUK TWC Facilities Division**', our catering providers. **DO NOT MAKE CHEQUES PAYABLE TO THE ACADEMY:** Your child may bring 'dinner money' on a daily or weekly basis, which must be placed into the automatic cash terminals outside the canteen. These machines are programmed to accept **£2 - £1 - 50p - 20p - 10p coins and £5, £10, £20 Notes.**

Any amount of money can be paid into your child's account. Money spent on food will automatically be deducted from the system and students can check their balance at the terminals. Please note, there is a daily 'spend limit' programmed into the system of **£4**; this can be increased or decreased for an individual student by written request to the Academy's facilities management office.

Lost or stolen cards must be reported immediately. Where reported, the lost card can be deleted from the system and, when a new card is issued, any remaining balance on the old card will be transferred to the new. A stolen card, if reported, will not work on the system once cancelled; unauthorised use will be identified immediately.

Please note, replacement cards will be charged at **£2.50** each. To this end, it is vitally important that students learn to look after their cards as they would any bank, switch card or oyster pass. You can be safe in the knowledge that the card has no monetary value within the card itself; the value is held within the computer database.

Yours faithfully,

Vishnu Patel  
Contract Manager  
VINCI Facilities  
Oasis Academy : Shirley Park

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