



Changes to Smart Cards

With effect from September 2009 we will be running a new Smart Card system which should prove to be more efficient, so presenting fewer security risks.

A lost card must be reported to the Admin Office immediately. A reference number will then be given to the student so the lost card can be hot-listed at a till in the dining room. A replacement card will be ordered by the Admin Office and a note will be sent to the student when the card is available for collection (usually within 2-3 school days).

In the interim the student will either have to use cash or bring a packed lunch. If, on the day the card is reported lost, the student does not have any other means of buying lunch then they must speak to Miss Bibby, Deputy Headteacher. A student entitled to free school meals who loses his/her card can sign the book in the dining room in the interim, but must also report the loss immediately so a replacement card can be ordered.

The replacement card will cost £3 – payment can be made beforehand but no later than collection of the replacement card.