

**Addysg / Education**  
**Gwasanaeth Adnoddau /**  
**Resources Service**

**Item 7 – Appendix 1**

Uwch Reolwr / Senior Manager – Owen Owens

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12 January 2017

**For the attention of: Governing Body and Headteachers of Primary and Special Schools**

**On-line Payment System**

Dear Colleague

Following several requests, including from schools and parents, it is intended to implement a scheme that would introduce an on-line payment system to pay for school meals in the County's primary and special schools.

There are a number of advantages in introducing an on-line payment system, including:

- no need for children to carry cash to school
- reduce the opportunities for cash to be lost
- reduce the opportunities for bullying amongst children
- parents are able to make payments at any time (24/7)
- the school and parents have a record that payments have been made and received
- payment reminder messages for parents in debt
- reduce the requirement for schools to handle cash
- reduce the administrative work involved in collecting dinner money
- reduce the work involved in balancing ledgers
- reduce the amount of cash that needs to be stored securely on school premises
- reduce the requirements involved in banking money

The introduction of an on-line payment system for school meals would also provide other opportunities for schools. For example, the same system could be used to allow on-line payments for clubs, trips, instrument lessons, milk, swimming, etc.

The introduction of such a system would also give schools an opportunity to re-examine their payment collection arrangements in general.

The Authority will meet the costs of establishing the software, but the annual running costs would fall on the schools. I attach a spreadsheet noting the annual costs for individual schools based on pupil numbers in September 2016.

It is intended to introduce the on-line payment system in September 2017.

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I will be presenting a report regarding implementing a scheme for an on-line payment system for Gwynedd's primary and special schools to the Schools' Budget Forum on 7 February, 2017. If you have any objection to the scheme please let me know by Friday, 27 January, 2017.

Thank you

*Owen Owens*

**Owen Owens**  
**Uwch Reolwr Addysg (Gwasanaeth Adnoddau)**  
***Senior Manager Education (Resources Service)***