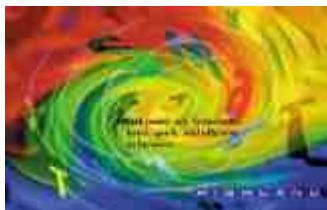


# Smart Cards



## What is a Smart Card?

**Smart Card** is a cash-less system providing an easy way to pay for school meals. It runs alongside the traditional cash-paying system, so if you prefer your child to use cash instead, you are of course free to do so.

However, Smart Card offers numerous benefits including:

- **security** - no need for your child to carry cash
- **easy to use** - money is paid onto the card as and when you wish and the balance debited each time the card is used;
- **flexibility** for you - you can pay for your child's meals as far in advance as suits.

There are two types of Smart Card - both identical in appearance: a **Free Meals Card** - for pupils who are entitled to receive free meals & a **Paying Card** - for pupils who pay for their meals

## Schools Operating a Smartcard System

### Area:

#### Badenoch & Strathspey:

Grantown Grammar

Kingussie High

#### Caithness:

Thurso High

Wick High

#### Inverness:

Charleston Academy

Culloden Academy

Duncan Forbes

Glen Urquhart High

Inverness High

Inverness Royal Ac

Kilchuimen Academy

Millburn Academy

Drummond

Inshes

#### Nairn:

Nairn Academy

**Ross & Cromarty:**

Alness Academy  
Dingwall Academy  
Dingwall Primary  
Fortrose Academy  
Gairloch High  
Invergordon Academy  
Tain Royal Academy  
Ullapool High

**Skye & Lochalsh:**

Portree High

**Sutherland:**

Dornoch Academy  
Golspie High

**Lochaber:****Lochaber High**

(please note Lochaber High operates a totally cash-less system using Young Scot Cards or pin no's providing an easy way to pay for school meals. Contact School direct to apply for a card)

**Free Meal Pupils**

**How to apply for free meals** - If you are applying for free meals for your child, you need to apply as soon as possible – [Free School Meals and Assistance with Clothing Application Form](#) – when completed it should be sent to :

Highland Council ECS Service  
Catering and Cleaning Services  
30 Harbour Road  
Inverness  
IV1 1UA

**Pupils entitled to free school meals will automatically be issued with a Smart Card.** As soon as you receive written confirmation of your free meal entitlement, a Smart Card will be issued to your home address.

**Paying Pupils**

**If you would like to use a Smart Card you need to apply for one by completing an application form as below or click [here](#).** Smart Cards are not issued to paying pupils automatically. You should complete the application form and send it to the address above.

**Do not send any money with the application** - money is added to the card only at the school. Your child's new personalised card will be issued to your home address complete with full accompanying instructions.

On the first day of school, the pupil should take the card plus payment to the cashier in the kitchen. Payment can be either cash or cheque (made payable to **The Highland Council**); a minimum of £5.00 can be paid on at one time, and a maximum of £40.00 can be held on a card at any one time. The payment is recorded electronically onto the card and, if requested, a receipt is issued. The card is then ready to use.

**Lost / Damaged Cards**

Highland Council will provide - free of charge - one card plus one replacement (if required) per school year. If a third card is requested within the same school year due to loss/damage, this will carry a cost of £3.00. For free meal pupils who request a third card in one school year, they will have the option of

either paying the £3.00 charge or changing to free meal tickets. If a card is lost/damaged/stolen, it should be reported to the cashier in the kitchen immediately. Any existing balance will be automatically transferred onto the replacement card.

This system has now been operating successfully in Highland schools for a number of years, and has proved increasingly popular. We are convinced of the value of Smart Cards, and we hope you will agree that it offers substantial benefits to both you and your child. We hope you will encourage your child to use a **Smart Card**.

**Smart Card Application Form**  
(Block Capitals Please)

Pupil's Full Name .....

Male/Female .....

Address .....

.....

..... Post Code .....

Date of Birth .....

School .....

**Please send completed form to:**

**Highland Council ECS Service  
Catering and Cleaning Services  
30 Harbour Road  
Inverness  
IV1 1UA**