



6<sup>th</sup> March 2017

Dear Parent /Carer

**Cashless Catering Service**

The school is introducing a cashless catering system in order for students to purchase food at lunch time and at break time. This offers some immediate benefits:

- Convenience
- Confidence that dinner money is spent on school food, not in the shops on the way to or from school.
- Healthy eating can be encouraged.
- Children on free school meals remain anonymous; their accounts are automatically topped up each day.
- Problems related to money are reduced: no loss or theft.
- Detailed food and spending reports are available for parents.
- More efficient counter service

This system incorporates the latest technology to scan the student's thumb meaning that there is no need for any pupil to carry a card or cash. We do not store your son or daughter's thumb print – the technology just stores a string of numbers that enable the system to recognise their thumb. The school does not keep an image of the finger print and the way the data is stored means it cannot be transferred to any other organisation. All the information is destroyed automatically when your son/daughter leaves the school. Should you wish to opt out of the biometric system, then we can allocate a 4 digit PIN Code. You should however note that PIN Codes do not have the same level of security and it is possible for other students to find this out and use it. If you select to have a PIN code issued it will be your child's responsibility to remember it and keep it secure. The school cannot be responsible for money spent via PIN Code transactions that have been undertaken fraudulently.

For your convenience the system is linked to the on-line payments system, Parent Pay, that the school already uses. Accounts have already been set up and you will have received a "link code" to activate the account. This "link code" will have asked you to setup your username and password and confirm some security details. Many of you have already activated this account and will have little more to do, if you have not activated your account or have lost the details you need to contact the school office who will give you further advice.

Once you have activated the system you can pay in as much as you like to cover the cost of meals for the week or month. Students who receive the free school meal allowance will have their account automatically credited with the daily allowance, however if this is not all used on the day, the amount will be automatically reclaimed from the account. This system does not affect your child's eligibility for free school meals and parents must continue to re-apply for free meals as they currently do.

Our expectation is that the vast majority of parents will pay for school meals in this way, however if parents are unable to pay online, cash can be paid into special 'cash loaders' that will also credit the children's accounts. This machine will be based in the school's dining hall. Any new system will have a few teething issues and we will run a float system for a few days so that students can pay for food with cash, however this option will be withdrawn once the system is fully operational and all transactions will be electronic.

To be able to use the cashless catering system in school your child must have the attached permission slip fully completed, signed and returned to the school. Should you have any questions, please visit the school website or phone the school reception.

Yours sincerely

Mr M Lynch  
Assistant Headteacher – Director of ICT for MNSP



**Permission for a student to use the biometric (thumb-print) system**

Please complete the sections below to show that you have read, understood and agree to your child being able to use the cashless catering system.

Student Name (print clearly)			
Year Group		Tutor Group (If known)	

*It is a legal requirement that all parts of this form are completed by both parents/guardians and the children. Forms that are not fully completed cannot be accepted.*

**Student Declaration**

<input type="checkbox"/>	<b>YES</b>	I want to use the thumb-print system.	Student Signature .....	Date: .....
<input type="checkbox"/>	<b>NO</b>	I do not want to use the thumb print system*.		

**Parent/Carer Declaration 1**

<input type="checkbox"/>	<b>YES</b>	I want my child to use the thumb-print system.	Parent/Carer Signature  Parent/Carer <b>(print clearly)</b>	Date: .....
<input type="checkbox"/>	<b>NO</b>	I do not want my child to use the thumb print system*.		

**Parent/Carer Declaration 2**

<input type="checkbox"/>	<b>YES</b>	I want my child to use the thumb-print system.	Parent/Carer Signature  Parent/Carer <b>(print clearly)</b>	Date: .....
<input type="checkbox"/>	<b>NO</b>	I do not want my child to use the thumb print system*.		

\* I opt for my child to be given a Pin code. I understand the implications of my child using a PIN Code and that is it not as secure as the biometric system. I also accept that the school takes no responsibility if the PIN Code is used fraudulently.

***This form MUST be signed by both the parent/guardian and the student and returned to the school.***

***Please return this form to your FORM TUTOR***

*Office use: This form must be passed to the pastoral staff for filing on the student record.*