



Sir Graham Balfour School

Member of Sir Graham Balfour Multi-Academy Trust

BK/DAE

21st September 2018

Dear Parent/Carer

CASHLESS CATERING FROM 5th NOVEMBER 2018

Following on from the successful introduction of our new online payments system ParentPay, we are pleased to announce the introduction of biometric Cashless Catering.

Students can buy their lunch and break-time snacks without the need to carry cash. Incorporating the latest technology, it reduces the risk of lost money and does not require students to carry a card or remember a PIN. It is hoped the system will result in a more efficient and faster catering service.

What is cashless catering?

From 5th November 2018, students will no longer be able to purchase snacks or lunches with cash. Instead, each student will have a school meal account set up in their name. Parents or carers will need to put money in their child's account in advance. Any amount of money can be paid in and the money spent on food and drink will be deducted on a daily basis. Money can be paid into the account as follows:

- By making a payment online using ParentPay with a debit/credit card.
- By using a PayPoint facility (Please contact Finance for a PayPoint card)
- FSM students will have a daily allowance allocated to their account.

The system is programmed to only allow students to spend up to £5 a day. This can be increased or decreased for an individual student by making a written request to the Finance Office (The cost of a lunchtime meal is approximately £2.30).

Through ParentPay, parents can view online what meals and snacks have been purchased and exactly how the money has been spent.

Why use biometrics?

Biometrics (finger ID) avoids students having to carry a card or remember a PIN number. When students come to "buy" their lunch or snack in school, the system recognises their finger ID at the till. The whole process of "paying" takes seconds.

Please read the attached documents which provide important information about biometrics and answers to Frequently Asked Questions.

The school will not use the biometric information for any purpose other than cashless catering. The school will store the biometric information collected securely, in compliance with GDPR legislation. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

Under GDPR legislation the school is required to:

- Inform parents about the use of the biometric systems in the school and explain which applications use biometrics.
- Request and receive written consent from parents or carers for the school to process biometrics for their child.
- Allow students to choose an alternative way of being identified if they wish.

Please also refer to the **Schools Data Protection Policy** and **Privacy Notices**.

If you do not wish your child to use the biometric system, or your child chooses to use an alternative form of identification, we will provide reasonable alternative arrangements.

Please note that when your child leaves the school, or they withdraw consent for the school to process their biometrics, then their biometric data will be permanently deleted.

What happens now?

19th October - the school must receive written consent from parents/carers by this date.

25th September (5:00 to 6:30) - "Drop in Session" for parents to raise and discuss any concerns about biometrics with BioStore, the company providing this system, and Aspens, the school catering contractor.

24th October – students will have their biometrics recorded during the school day.

Should you agree to the processing of your child's biometric information, it is important that you sign and return the consent form as soon as possible.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'L Beck', is written over a faint, dotted rectangular grid. A horizontal line is drawn underneath the signature.

Mrs L Beck
Headteacher

Please note: You will need to **activate your ParentPay account** in readiness for cashless catering. If you require a reminder of your ParentPay activation code, contact the finance office.
For further information on ParentPay please visit www.parentpay.com