Dear Parent/Carer

You may be aware that the school has been successfully operating a cashless system for our catering service for several years. **Please complete and return the form for each of your children to enable the activation of an account. If a form is not returned, we will be unable to set up an account.**

The advantages of the system are numerous:
- To speed up queuing for students – no cash is handled at the point of sale and the system includes the most up-to-date touch screen tills which are pre-programmed with prices.
- To allow pupils to have an account into which they/you will pay funds (via parentpay), obtain balances and purchase food and drinks.
- To allow students entitled to free school meals to buy meals without being identified. Their account is credited daily with the allowance of a two course hot meal of the day and looks identical to that of a paid account. Please note that unused allowances cannot be saved for another day.
- To identify students by photograph and biometric/card information and give catering staff information about their food allergies and account balances at the point of sale.
- To allow parents the freedom to choose a daily spend limit for their child. The system is set to allow a maximum daily spend of £5. Please indicate on the form if you wish a different daily value.
- To allow all users to pay electronically at whatever intervals and amounts they wish. We regret that cheques/cash are no longer accepted. By paying online, the system ensures that you never have to scrabble around for change in the mornings. **ParentPay** is now the College's preferred method of payment and this convenient and secure online facility has already proven to be a huge success.
- To give our school detailed sales and financial analysis.
- To enable us to comply with government regulations relating to nutritional standards.

A card system is still an option for those students whose parents are concerned about 'biometrics'. Replacement cards are charged at £2 each.

Certain information will be held on the system to enable accurate operation. This will include your child's name, class, photo, account balance and meal entitlement. This data will be handled under the guidelines of the General Data Protection Act 2018 and only used by parties directly involved with the implementation of the system. If you have any concerns, please contact Mrs Bronia Burland, our School Business Manager bburland@pilton.college

Biometrics – how will the information be stored?
By capturing an image of your child's fingerprint the system will turn this information into a digital signature. The software used turns the fingerprint into a mathematical algorithm and the image of the fingerprint is then discarded. The information that is stored cannot be used to recreate an image of the child's fingerprint at any stage. When your child leaves the College all the data will be deleted.

ParentPay
Full details of how to make online payments will be issued to all parents together with a unique user name and password. Once registered you will be able to make online payments for school meals into your child's account. You will be able to view account balances, see what your child is eating and arrange low limit reminders via email. In addition, you will be able to pay for school trips.

How is money entered into the system?
ParentPay funds are credited almost instantly at any time during the day or night.

How does the pupil obtain a school meal?
The student will touch a finger recognition image scanner at the till. A display will show the Catering Assistant the student's name, class, photograph and account balance. The selected food items will be entered from a touch screen display including the amount spent and the new balance will then show on the display.

A separate form should be completed for each child within your family. Please sign section 1a **or** 1b as appropriate.

Student's name _____   **September intake 2022**

Please sign at either   **1a for fingerprint scanning or**
1b for a card to be issued

1.   **a. I give permission** for my child's **fingerprint to be scanned** as part of the College's Management Information System for Cashless Catering.

    Print ....**Sign**…………………….………...…
    [Parent/Carer]

                                            or

    b. I do not give permission for my child's fingerprint to be scanned as part of the College's Management Information System for Cashless Catering. They will be using College catering and will need to be **issued with a card**. I accept that a charge of £2 will be made for each replacement card.

    Print ....**Sign**…………………………………
    [Parent/Carer]

2.   The Cashless Catering System is set by default to allow your child to spend up to £5 per day. If you would prefer a different limit, please specify in the box provided and this information will be added to your child's individual account information. We recommend a daily minimum of £2.50 a day for lunch. This covers the cost of a two course hot meal of the day. Drinks are not included but water is available free of charge.

    £ [   ]

3.   My child is entitled to Free School Meals   **YES/NO**   (please delete)

4.   Does your child have any allergies   **YES/NO**   (please delete)

    Please specify ……………………………………………………………………………………………..
    The Catering Manager will be happy to discuss this with you if you contact the school.

Please return this form to Mrs Powell as soon as possible. Many thanks.