

[Date]

Dear Parent/Carer

Online Payments and Cashless Catering

ParentPay

We are pleased to advise that the School operates an online payments and monitoring system called ParentPay.

ParentPay is a free service that provides you with many benefits:

- you can pay by credit card, debit card or PayPoint for school meals, trips, visits and educational resources purchased from the School (there are no transaction fees) – but even if you don't choose to pay this way, you can still pay by cash or cheque and register with ParentPay to access the following benefits:
- it links directly to our cashless catering system to provide you with the opportunity to monitor your child's meal purchases;
- you can check balances for school trips or catering;
- it provides the School with up to date contact details for emergencies and communications.

You can access ParentPay at www.parentpay.com using the enclosed temporary username and password.

Cashless Catering

Our cashless till system, provided by market leader Nationwide Retail Systems, incorporates the latest technology, encryption and security features and eliminates the need for students to carry cash throughout the day, so they won't forget or lose their dinner money, or spend it on other things. Those students on free school meals will be automatically credited by the School.

The money spent on food and drink will be deducted on a daily basis and the system is programmed to limit the daily spend to £5.00, but this can be increased or decreased by parents/carers for any student by making a written or telephone request to the School.

Once the money is in their account, students will pay for their purchases using either a 4-digit PIN or by swiping their finger on a payment scanner; our preferred method uses biometric finger image data where the system will recognise an **electronic pattern** generated by the unique features on a person's thumb or finger each time they use the payment scanner; **it does not record or store the actual finger print**. All information obtained for cashless payments remains within the School and is subject to data protection legislation.

We operate an 'opt in' policy for the biometric finger image option and therefore kindly ask that you complete and return the attached form. If you choose not to have your child registered for the biometric option, a 4-digit PIN code will be allocated; it will be your child's responsibility to remember the code and keep it secure at all times.

The key features of the cashless system are explained on the School website under 'frequently asked questions', but should you require anything further, then please do not hesitate to contact the School.

encl.

Cashless Catering System - Parental Approval

Please complete and return to School Reception.

Student's Name	Tutor Group

I confirm that I wish my child/children named above to be registered on the School's biometric cashless catering system.

I understand that I may withdraw their registration at any time by notifying the School in writing.

I would like to amend the daily spend limit from £3.50 to £_____.

Name of Parent/Carer	Signature	Date