



April 2016

Dear Parent/Carer (Year 7 to Year 10)

### **Cashless Catering**

I am delighted to inform you that we will be introducing cashless catering for our students from 8<sup>th</sup> June 2016. Cashless catering is convenient and secure for both students and parents. We expect cashless catering to significantly improve the service we are able to offer students and staff, with benefits including:

- Queuing times are reduced through increased speed of service.
- Convenient way of paying for school meals. No more looking for change every morning.
- Discourages the misuse of school dinner money through spending in shops outside of the school grounds.
- Specific food allergy ingredients can be barred automatically.
- Healthy eating is encouraged.
- Automatic free school meal allocation with the pupil remaining anonymous.

The cashless catering system uses biometric recognition, similar to the School's Library system already in use for student book loans. The biometric cashless system recognises each individual customer, holds individual cash balances and records expenditure and cash received. It also records where and when money is spent and on what food. This is a technology that is already used successfully by thousands of schools.

All students, with parental consent, will be registered by biometric measurement and photograph. The biometric measurement takes a part image of some of the coordinates of the fingerprint and converts, encrypts and stores it as a unique number. This data cannot be converted back into any image of a fingerprint, nor can it be used by any other source for identification purposes.

I would like to make it clear that Robert May's School does comply at all times with Data Protection Act and with the provisions of the Protection of Freedoms Act 2012 (which came into force in September 2013) regarding the use of biometric data.

We will be holding a 'Drop in' session in the School's Dining Hall between 5.00pm and 6.00pm on 12<sup>th</sup> May, 2016 to provide an opportunity for parents and carers to find out more about the system and answer any questions they may have. Further information about biometrics systems is enclosed.

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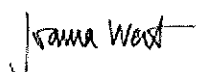
Robert May's School is a company limited by guarantee and registered in England and Wales with company number 7875747. The registered office is Robert May's School, West Street, Odiham, Hook, Hampshire RG29 1NA.

VAT Reg Number: 141579017

In order for your child to use the biometric system, one parent/carer will need to complete, sign and return the attached consent form by 20<sup>th</sup> May, 2016. This form includes an option for those pupils who, upon consideration, would prefer to use alternative forms of identification.

Please note that during the summer term to aid transition it will still be possible to use cash in the canteen and Year 11 students attending examinations and revision sessions will still be able to make purchases from the canteen using cash. As from September 2016, the school's canteen will be cashless for all staff and students.

Yours faithfully

A handwritten signature in black ink that reads "Joanna West". The signature is written in a cursive style with a long horizontal stroke at the end of the word "West".

Joanna West

## **FREQUENTLY ASKED QUESTIONS**

### **How is biometric system utilised to obtain food?**

A finger will be placed on a biometric scanner at a till. This will activate a student's account which will be displayed on screen for the catering operator, including name and current balance. The operator will then enter the selected food and drink into the system from an itemised keyboard, while the amount spent and the new balance will show on the display.

### **How is money entered into the system?**

Initially, there will be two methods:

- a) By putting cash, notes (£20, £10, £5) and coins (£2, £1, 50p, 20p, 10p), into an automatic cash 'revaluation' terminal located in the dining room. After activation via a biometric scanner, the terminal will show the current account balance
- b) Online payments through a secure internet site, accessible by password, enabling payment by debit or credit cards. For parents who are not currently registered via 'SCOPAY' we will send you a separate communication via the student shortly. We would encourage all parents to register for online payments to gain the full benefit of the system.

### **What about students entitled to a 'free school meal'?**

The system works exactly the same for all students whether they pay or have a free school meal. All students have their own account to use in exactly the same way. The amount allocated for the free school meal will be entered into the system by the software daily and will only be accessible at dinner break. The system will then allow on a daily basis the required cash amount for each individual student to be allotted to their current cash balance. However, any under spend or missed dinner will be identified by the system and will not be added to the next day's balance. The student can also add extra cash on to his or her balance in the system by using the revaluation station, to enable a greater daily spend on the school dinner than allocated by their free meal allowance. As this allowance can only be spent on a school dinner, extra cash added into the system can also be used for break time snacks.

### **How will the pupil be able to check what the current cash balance is held in the system at any one time?**

- (a) By using the revaluation station and placing their finger on the scanner to display the current cash balance.
- (b) Also a Remote Display at the point of sale will show the new cash balance when the food service is finished.

### **How can we be sure that a regular amount of money is used daily?**

There is a daily spending limit of £5.00 for each student. No food above this limit can be bought. On request, an individual student limit of your choice can be set, to include a school dinner and break time snacks.

### **What happens if a student or member of staff does not hold a sufficient cash balance to pay for food?**

There is no overdraft facility on the new system. Students and staff must have enough money in their accounts to purchase food or drink.

## **IMPORTANT NOTES FOR PARENTS**

### **Background to the use of biometrics in school**

For the sake of clarity, any physical characteristics that can be used to identify an individual are classed as "Biometrics". There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management systems, we will record biometric information taken from a finger but not a fingerprint image. This information is stored in a highly secure database and will only be used by the school to confirm who is using a range of services, and cannot be converted back into an image of a fingerprint. In future we may use other biometric services where appropriate.

Our chosen solution allows us to use a single secure database holding biometric data for use with a range of services. This means we will store the least amount of data possible. This reduces the risk of loss of data.

The data that is held cannot be used by any other agency for any other purpose.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 1998. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

### **Current Legislation – The Protection of Freedoms Act 2012**

This legislation requires schools to:

- Inform parents about the use of the biometric systems in the school and explain what applications use biometrics.
- Receive written permission from one parent if the school is to process biometric information for their child.
- Allow children to choose an alternative way of being identified if they wish.

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 that allow them to access current and future services.

It is important that you return the signed consent form attached as soon as possible and before the 20<sup>th</sup> May. Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

If you would like to discuss this in more detail, please contact the school. We are happy to answer any concerns you may have and will also be organising a Drop-in session on Thursday 12<sup>th</sup> May, 2016 in the School's Dining Hall. Should you wish to discuss the use of biometrics at the school before this date please contact Mr David Branston, IT Manager.

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**CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL**

**PLEASE RETURN TO YOUR TUTOR**

Please complete this section if you **consent** to your child using biometric systems until he/she leaves the school.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely and permanently removed.

I **consent** to the school for the use of biometrics for my child:

..... (name) ..... *tutor group*)

to be used by Robert May's School for use as part of a recognition system as described above.

**I understand that I can withdraw this consent at any time in writing.**

Name of Parent/Carer: .....

Signature: ..... Date: .....

**PLEASE RETURN TO YOUR TUTOR**

Please complete this section if you **do not consent** to your child using biometric systems in the school.

I do **not consent** to the school for the use of biometrics for my child:

..... (name) ..... *tutor group*)

**I understand that alternative arrangements may incur an additional charge.**

Name of Parent/Carer: .....

Signature: ..... Date: .....

Please return this form to Robert May's School by **Friday 20<sup>th</sup> May 2016.**