

CASHLESS CATERING AT STRETFORD GRAMMAR SCHOOL

Stretford Grammar School introduced cashless catering in our canteen in June 2011. There are two parts to cashless catering; topping up the student's account and spending on the account.

TOPPING UP

Online

Every student, regardless of if they have been biometrically scanned or not, has a **ParentPay** account which allows parents/carers to credit the lunch account as well as paying for other items such as trips and visits online, using a debit or credit card. You will receive a letter giving details of your ParentPay username and password when your child visits us on their induction day. There are additional benefits to using your ParentPay account:

- You can view the meal choices your child is making, and encourage them to eat healthily.
- There is no charge for using this service and it is the school's preferred method of payment for all transactions.
- It is secure and safer for students as they have no need to bring any cash into school.

In School:

- Students can top up their account with cash at the revaluation unit located within the dining room, although there is often a queue and time may be spent waiting to top up during breaks.
- If a student is not biometrically scanned, they can still use the revaluation unit to top up via a PIN number. However if a student credits someone else's account in error the school cannot be held responsible or reverse the transaction. Students using this method **MUST** check the name displayed is correct prior to feeding cash into the unit.
- There is no facility to accept cash at the service tills so it is imperative that students know how much money they have on their accounts prior to attempting to purchase anything.

Students Entitled to Free School Meals:

- Any student entitled to receive a free school meal (FSM) will receive a daily credit to their account to cover the current value of a free school meal.
- You may add funds to their account to allow additional purchases at breakfast and break times, or to cover any additional costs over and above the value of the FSM allocation.
- Students in receipt of the FSM allocation will not be identifiable to their peers.
- When purchasing at lunchtime or morning break, any FSM allocation will be spent before any cash funds are debited (this does not apply at breakfast time).
- If there is an unspent balance of FSM allocation at the end of each day, this will **not** carry forward to the next day, however cash balances remain until spent.

SPENDING

In order to enable your child to make purchases from the canteen, and to use the revaluation unit, we would like to register their thumb/finger print on our database which will in turn allow their account to be debited by the value of the selected items. This makes paying a very quick process, as the student's account is accessed via the scanned thumb/finger so no more rummaging for coins in pockets or purses. In the future, we may also introduce other features which will utilise the same system, such as library lending, registration and buildings access.

Please complete the slip at the bottom of this letter indicating whether or not you consent to biometric scanning of your child taking place; without this consent we will not scan a student.

We intend scanning all new intake students on the first induction day, on Thursday 4th July 2013, ready for September, therefore it is very important that we have received your response regarding consent prior to this date. Please note, both parents (if applicable), must complete the reply slip attached to this letter giving permission for your child's thumb/finger to be scanned.

If you do not wish your child to be scanned, they can still make purchases from the canteen. However, they will need to state their name at the till, which inevitably slows down service and provides less security for their account.

Please note: Stretford Grammar School operates a 'no lend' policy, therefore it is essential that student lunch accounts remain in credit with sufficient funds to purchase their meals and snacks. There is a daily spend limit on every student's lunch account up to a maximum of £5, this amount can be reduced or increased by the parent/carer by writing to the Business Manager stating the amount you wish your individual child's daily spend to be limited to.

In order to ensure that students are able to pay for their own choices, they are not permitted to purchase food or drinks for anyone else, please discuss this with your child so that they understand completely.

If you would like any clarification on any point in this letter, please do not hesitate to get in touch.

Yours sincerely

**Miss Jane Evans
Business Manager**

To Jane Evans, Business Manager, Stretford Grammar School

I/We _____(1) and _____(2)

Parent(s)/carer(s) of the following student, due to enrol at Stretford Grammar School:
(Please delete as necessary)

Name: _____ Form: _____

Give consent / Do not give consent (please delete as applicable)

for the above named student to have their thumb/finger biometrically scanned in order to set up an account for the cashless catering system at school and understand that this system may be extended to cover other activities within school, e.g. library lending, registration and buildings access etc.

Signed: _____(1) and _____(2)

Date: _____ Date: _____