



Queen Elizabeth's Grammar School Horncastle

Headteacher: Mrs H Payne

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28th April 2014

Dear Parent/Carer,

Introducing Cashless Catering

Following the message within the March 2014 Newsletter, I am delighted to share with you plans for implementing cashless catering.

The Governors are constantly looking for ways in which to improve our students experience at school and recognise that break and lunchtimes are important opportunities for socialising, revision workshops, sports and attending clubs. The introduction of cashless catering will enable us to tackle two main issues in respect of our catering provision; improving the speed of service and reducing the time spent queuing, therefore enabling students to make the most of their free time. Our vending machines will also be linked to the system, allowing students the freedom of choice regarding how to obtain food and drinks at school.

The system we have selected, provided by Vericool, will use fingertip recognition to enable each student fast, secure access to their account. The student data we hold remains confidential; other students will be unable to distinguish any entitlements such as Free School Meals or a category of Pupil Premium. Similar to our existing library system, the biometric data collected from each individual will be retained securely and only used by the school for the intended purpose.

We are, however, required to obtain your consent specifically to confirm that you give permission for your child to participate in data capture for this new system. We have consulted the Information Commissioner's Office to ensure that the arrangements we make represent best practice, comply with Government guidance and with the Data Protection Act. We acknowledge and fully support that your consent, or objection, should be an informed decision and note that students also have the right to object. We encourage you to discuss this and access information to help you make your choice. You can view the guidance document online: www.ico.org.uk, select 'Organisations', 'Education' and follow the link entitled '*the use of biometrics in schools*'. We hope that you will give your consent and support us to deliver the benefits as described in this letter.

The Vericool system integrates directly with ParentPay, enabling you to make quick, secure online payments to top up your child's account. You will also be able to check the account balance, view our menu and access a report detailing the purchases your child has made.

Our records show that only 3% of our students are currently 'opted out' from use of the library biometric and online ParentPay systems. In addition to the benefits previously outlined, these systems assist the school to minimise the time and cost of administration and we would like to thank you for your support with this.

This term we will be discussing how to introduce the system with our Student Council representatives. They will help us to develop exciting new offers including a loyalty reward scheme and a pre-order system where selected food can be delivered to a designated area, avoiding the need for students to queue in the canteen.

We have planned to introduce the new system on Friday 20th June. To prepare for this, you will now find a payment item called 'School Meals' on ParentPay. **Please remember to top up your child's account before the 20th June!**

You will find a consent slip at the bottom of this letter for you to sign and return to the School Office. If you prefer, in a similar approach to that of school trips, you may give your consent electronically via ParentPay when you make your first payment for school meals. Please return your consent form prior to week commencing 16th June when student data will be enrolled onto the Vericool system.

I have arranged for our supplier to visit us after school in order to demonstrate the system and so that we can answer any questions you may have. We will be available Tuesday 6th May between 6.30 pm – 7.30 pm, please let me know if you will be joining us. I also enclose a leaflet detailing responses to a few Frequently Asked Questions for your information.

In the meantime, if you would like to discuss any aspect regarding the introduction of cashless catering please do feel free to contact me and I will be pleased to assist you.

Yours sincerely,

Mrs Sandra James
Director of Finance & Resources

Encs.

Parent/Carer Name: _____

Student Name: _____ Form: _____

I consent to the school taking and using information from my child's biometric fingerprint as part of an automated biometric recognition system for use in connection with cashless catering. I understand that my consent will apply until my child leaves the school and that I can withdraw my consent at any time in writing.

Signed: _____ Date: _____

Please return this form to the School Office.