

28 May 2014

Dear Parent / Carer

Following the successful launch of our online payment system, ParentPay, we are extending the use of this with the introduction of the Biometric Trust-e Cashless System for the purchase of food and drink in the Academy Restaurant. This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. It is also biometric (please see the enclosed FAQ's sheet) so there is no need for students to carry a card as the system will recognise the thumb of your child at the pay point and at the tills.

We will commence operating the system on Monday 30 June and as such **no cash will be accepted at the Till Points after this date**. All students and staff will be given training on how to use the system.

We have three payment options available to you – **online payments, coin and note payments at the revaluation pay-point which will be located behind Reception, and by cheque**. All payment options are explained within the FAQs attached.

Any amount of money can be paid into a student's account, and any money spent on food & drink will be deducted on a daily basis. A daily 'spend limit' of £6 will be programmed into the system. This can be increased or decreased for an individual student by making a written request to Mrs Bayley in the Academy finance office.

To enable students to use this system, we need to register biometric information for each student. This is done via a thumb print image. Please be assured that this information remains within the school and that the biometric information taken is an algorithm and not the actual finger print.

As per current legislation we will be operating an 'Opt In' policy and therefore require the consent of at least one parent in order that the biometric information of your child can be processed. **Please complete the enclosed consent form and return it to Reception as soon as possible and by Friday 6 June 2014 at the latest** as registrations will take place on 10 and 11 June 2014.

If you choose not to have your child registered on the Biometric System, a 4 digit PIN Code will be allocated. Please note that PIN Codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times. The preference of the school is to use biometrics as this is more secure and faster than any other method of identification and we appreciate your co-operation with regards to this matter.

I trust that the attached information should answer any questions you may have. However, if you have any further questions, please contact Mr Kangh, Director of ICT.

Yours sincerely



S M Topper
Head



PLEASE RETURN TO RECEPTION BY FRIDAY 6 JUNE

Cashless System Biometric Consent Form

I/we confirm that we wish our child / children **TO BE/NOT TO BE** (please delete where applicable) registered on the Academy's Biometric Cashless Catering System with immediate effect.

I understand that **I/we** may withdraw my child(ren)'s registration at any time in writing.

Name of Child(ren)	Year	Personal Tutor

Name of Parent/Carer _____

Signature _____

Date _____