

## 7 CASHLESS CATERING

The school operates a cashless catering system, where each student has an online *ParentMail* account, including those on Free School Meals (*please see the Online Payments information in this pack*) which funds can be placed in:

- online direct to the account;
- in cash via a revaluation unit in the dining area (*open 0800-1430 Monday-Friday term time*);
- by cheque that is handed to the catering supervisor by 0900, Monday-Friday (*made payable to Alliance in Partnership*);
- and where applicable, the daily value of the Free School Meal will be added by the school.

Cash cannot be accepted at the till points.

The purchasing system operates by utilising a thumb print, converted to a numeric code that then links to an individual's online account. The system does not retain finger print images.

If you choose not to have your child registered as outlined above the school will provide an alternative methods of identification (*a 4 digit PIN code*). 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.

Attached are three appendices that provide more detailed information on the system we have in place:

- *Appendix 1 - Frequently Asked Questions*
- *Appendix 2 - Biometric information sheet*
- *Appendix 3 - NRS Data Protection information sheet*

**To enable your child to utilise the catering facilities at this school, including those who receive a Free School Meal, Form 5 must be completed and returned. Please return the form even if you intend your child to have a packed lunch.**

**Where Form 5 has been returned to the school 48 working hours in advance of their first day they will be able to use the catering facilities. If this is not the case they should be provided with a pack lunch until the criteria above has been met.**

***Please note:***

- If a student is planning to leave the school they should speak with the catering supervisor in their last week at school to arrange a cash refund on any outstanding credit balance on their cashless catering account.
- The student will be requested to sign a sheet to acknowledge receipt of the refund.
- For amounts under the value of £5 that are not reclaimed the catering service will absorb these. Parents/carers of students whose account has a credit balance of over £5 will be contacted in due course.