



RAINEY ENDOWED SCHOOL

25 August 2017

Dear Parent/Guardian

### **Cashless Catering System**

This is to inform you that we are updating our Cashless Catering System in the school. Each pupil will be required to have a Bio-Metric image taken of one or more fingers, the image stored does not contain a fingerprint but a string of data. A PIN number will also be supplied as a backup for the small percentage of pupils whose image cannot be created, the PIN number should be stored safely by the pupil (possibly in their homework diary). The new system still features a self-service Kiosk (cash machine) where the pupil will be able to enter notes and coins and have the corresponding value added to their account. When the pupils pay for their food at the point of sale, the total amount will be calculated and deducted from the value previously credited to their account. It will be necessary for the pupil to identify themselves using the Bio-Metric reader or PIN Pad at the Point of Sale in order that values can be deducted for sale items as required. To avoid misuse of the PIN number at the tills the pupil's photograph will appear once the PIN number is entered, thereby identifying the pupil.

The cashless system provides a much faster and more efficient method of payment in the school canteen and we expect that the time to serve each pupil will be reduced as a result of the introduction of this system.

The system will be installed during the summer period and we will be starting to use the system as from 30 August 2017. In preparation for this transition, image collection for Year 8 will take place on 31 August 2017. All balances will be transferred from the old system to the new system.

Pupils entitled to free school meals will have their account credited on a daily basis. Additional credits can be added by the pupil using the new cash machines for purchase of additional items.

There will be a facility to request an activity report on your child's account, which will give details of money credited and transactions made. This is a service that will be provided on special request only, where you have concerns and would like to monitor the movement on the account. You will need to complete a 'Request for an Activity Report' form for this purpose.

I would be grateful if you would complete and return the attached proforma by **Friday, 1<sup>st</sup> September or at your earliest convenience.**

If you have any questions or require further information, please do not hesitate to contact the School Office

Yours sincerely

N HENRY  
Bursar

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## CASHLESS CANTEEN Bio-Metric Image System

**Pupil's Name:** ..... **Registration Class:** .....

I, the parent/guardian of the above child

Give permission\*

Do not give permission\*

For my child to use Bio-Metric identification for the new cashless catering system.

**Signed:** .....  
Parent/Guardian

**Date:** .....

**Name:** .....  
Please print

\*tick as appropriate

*Please return to the School Office.*