

Dear Parent/Carer

2 February 2017

**The Live Date for the new Cashless System is: Monday 6 March**

As a result of overwhelming support from the recent consultation, we are pleased to announce that The Castle School is installing a cashless catering system in March. The new system will allow us to continue with the development of the school meal service, and will provide us with a more efficient, faster and ultimately better quality of service. It will also provide you with information on the food and drinks that your child is buying each day.

This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day. It is also biometric (see FAQs) so there is no need for students to carry a card as the system will recognise the thumb of your child at the revaluation pay points and at the tills.

We will commence operating the system on Monday 6 March at break-time 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.

Any amount of money can be paid into a student's cashless catering account and any money spent on food and drink will be deducted on a daily basis. We have two payment options available to you – online payments or coin/note payments at the cash loading machine which is being installed in the school hall. All payment options are explained in more detail within the FAQs attached.

A daily 'spend limit' of £5.00 will be programmed into the system. This can be increased or decreased for an individual student by making a written request to the school Finance Office.

We require the consent of at least one parent in order that the biometric information of your child can be processed. Please be assured that this information remains within the school and that the biometric information taken is an algorithm, not the actual finger print.

If you choose not to have your child registered the school will provide a 4-digit PIN code as an alternative method of identification. The preference of the school is to use biometrics as this is more secure and much faster than any other method of identification.

I hope that the attached information should answer any questions you may have but if you have any other questions a drop-in parents' information evening is to be held in the school on Wednesday 22 February from 5.00 – 6.30 pm.

Could you please therefore complete and sign the attached form and return to the Main Office by no later than the evening of 22 February.

Yours sincerely

Mrs A Crudgington, **Business Manager**

