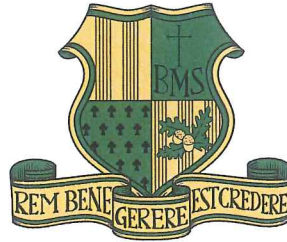


BREWOOD CE (C) MIDDLE SCHOOL

School Road, Brewood Stafford. ST19 9DS



Main Line : 01902 850266

Absence Line : 01902 859929

School Uniform Shop : 01902 859924

Facsimile: 01902 851332

email: office@brewood.staffs.sch.uk

The Live Date for the new Cashless System is: Monday 29 September 2014

3 September 2014

Dear Parent

We are pleased to announce that Brewood CE Middle School is installing a cashless catering system in September 2014. 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.

This system incorporates the latest technology and eliminates the need for pupils to carry cash throughout the day thus reducing the risk of bullying. It is also biometric (see FAQ's) so there is no need for pupils 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 29 September 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 pupil's account, and any money spent on food & drink including school meals and break sales will be deducted on a daily basis.

Payment will in future be received on-line using ParentPay, most parents will now be familiar with this system and new parents will receive a letter advising you of your usernames and passwords and explaining how to register and use the service.

A daily 'spend limit' of **£5** 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.

As per current legislation we will be operating an 'Opt In' policy and therefore require you to complete the attached form. 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 attached information should answer any questions you may have but if this is not the case a parent's information evening is to be held in the school dining area on **Monday 8 September 2014 at 6pm** when the new cashless system will be introduced and any further questions answered.

Yours sincerely

D I Swift
Executive Headteacher



The Live Date for the new Cashless System is: Monday 20 September 2014

3 September 2014

Dear Parent

As the 'Live Date' for the new Biometric Trust-e Cashless System supplied by Nationwide Retail Systems Ltd is imminent, 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 and not the actual finger print.

If you choose not to have your child registered the school will provide alternative methods of identification such as 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.

Could you please therefore complete and sign the form below and return to Mr Andrew Graham, School Bursar by no later than **Friday 12 September 2014**.

Yours sincerely

A handwritten signature in black ink that reads 'D. I. Swift'.

D I Swift, Executive Headteacher

PLEASE COMPLETE AND RETURN BY FRIDAY 12 SEPTEMBER 2014

To: BREWOOD CE MIDDLE SCHOOL

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

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

Child's Name	Form Name/Number	Relationship to Child
Name of Parent and/or Guardian	Signature	Date

Frequently Asked Questions

Q What is a Cashless System?

A A Cashless Catering System is a solution, which is purpose designed to meet the ever evolving needs and demands of the Catering Provision that is required by today's Schools and Academies.

The Trust-e Cashless Solution allows schools to be better able to provide their students with a faster, more efficient and more appealing meal service.

Q What is Biometric?

A Biometric is simply a method of identifying an individual person. We will be using an algorithm based scan, which reads between 50 & 130 points on the finger/thumb. It is not a fingerprint in any way, shape or form and is of use only in the cashless system.

Q How does a Biometric System work?

A The information of a pupil or staff member, who has been biometrically registered, is stored on a secure Biometric Controller within the school, which only our provider, Nationwide Retail Systems Ltd, can access. Once an account is credited the pupil or staff member places their finger/thumb on the EPOS Terminal, which looks up their account details and allows them to purchase items using only this method of identification.

Q How does my child register on the Biometric System?

A Registration days will take place leading up to the 'Live' day of the Cashless System. At this time registration terminals will be placed in the school. Your child will attend at a requested time and they will be required to place their finger/thumb on a Biometric sensor twice to obtain a matching template, which only takes a few seconds. If you have chosen to 'Opt Out' of this procedure, your child will be presented with a 4 digit PIN Code.

Q What methods of payment can be used to credit an account?

A Any amount can be credited to an account using ParentPay. Once an account has been credited the monies cannot be withdrawn and must be spent on the school meal/break services.

Q How can I check the credit on an account?

A This can be accessed via the On-Line payment system – ParentPay.

Q Can I change the daily 'Spend Limit'?

A Yes – The daily 'Spend Limit' has a default of £5 but this may be changed by written request to Mr Andrew Graham, School Bursar.

Q What happens if my child's account is not in credit?

A A 'Lend' can be processed at the EPOS Terminal, which will then allow a meal to be taken.

Q How do 'free meal' entitlements work?

A All free meal entitlements will be entered on to the system prior to the 'Live' day. The Cashless Catering System will, on a daily basis, automatically allocate the appropriate accounts with the free meal amounts. Pupils with Free Meal Entitlements remain anonymous at all times as all account types are accessed in the exact same manner regardless as to whether paid for or not. NB. Any monies not spent from the daily free meal allocation will not be carried over to the next day.

Q Can anyone else use my child's account?

A No – Due to the extensive security on Biometric templates no-one will be able to access your child's account. As a secondary precaution a photo image is allocated to each pupil. If your child is using a 4 digit PIN Code, which someone obtains and attempts to use, the photograph shown on the EPOS Terminal will alert the operator and a fraudulent sale taking place.