



Royton & Crompton School

Blackshaw Lane, Royton
Oldham, OL2 6NT
Telephone: 01706 846474
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Headteacher: Mr. Neil Hutchinson
BEd, MA, NPQH

Dear Parent/Carer,

SCHOOL MEAL ARRANGEMENTS

The school's Catering Service is provided by an external provider, Taylor Shaw, and full details of the new menus and range of food choices available to all our pupils appear on the school website.

As part of this new arrangement, there is a cashless payment system which relies on biometric technology using numerical points of a finger image for the payment of food in our restaurants. This system provides parents with a convenient way of paying for and accessing a range of information on what their child is eating.

Pupils are recognised by the system using biometric imaging technology. The biometric system takes measurements of your child's finger image and converts these measurements into a template to be stored on the system. An image of your child's finger is not stored. The template (i.e. measurements taken from your child's finger image) is what is used to permit your child to access the cashless catering system.

Parents/carers are able to enter payments onto the system using ParentPay, which is a national online facility, or by cash via PayPoint. **Cash is not accepted in the restaurants** however we have two cash loader machines in school where pupils can top up their account manually with cash, should you so wish.

ParentPay allows parents/carers to top up their child's account on-line **at any time**, both quickly and easily with a debit or credit card to pay for school meals. For parents who prefer to use cash they can top up their child's account in local PayPoint stores or manually in school using the cash loader machines in school. Those parents who choose the PayPoint method will receive a payment card through the post should they request one.

To obtain a school meal once a child's account has been credited/topped up, pupils will simply place their finger on a scanner in one of the school's restaurants; a display will then show the pupil's name and current balance. A daily spend limit of £5.00 will be set for all pupils (£2.10 for pupils entitled to a free school meal) and no food above that limit will be able to be purchased. You can request to set an individual limit for your child. If you wish to set a different limit please indicate the amount you wish the limit to be set at on the Parental Consent Form attached.

Under the Protection of Freedoms Act 2012 (sections 26 to 28), schools are required to notify each parent of a child and **obtain the written consent of at least one parent** in order to use a child's biometric information for a cashless catering system. Your child may object or refuse to use the biometric system should they wish. You may withdraw consent at any later stage. However without using the biometric system pupils will be unable to purchase food or drinks in school.

You should note that the law places specific requirements on schools when using personal information, such as biometric information.

For example;

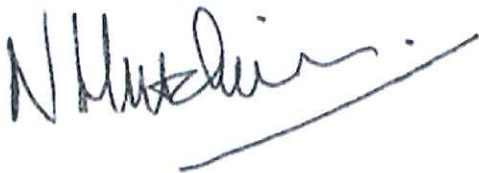
- (a) The school CANNOT use the information for any purpose other than those for which it was originally obtained and made known to the parent(s).
- (b) The school must ensure that the information is stored securely.
- (c) The school must tell you what it intends to do with the information.
- (d) Unless the law allows it, the school cannot disclose personal information to another person/body.

You will receive your login details and instructions of how to access the payment methods above by post in the next week or so, should your child wish to access food and drink provision. **This is not necessary if your child brings a packed lunch to school.**

The school is happy to answer any questions you or your child may have. If you require any further information, please contact Mrs Wendy Ready, Director of Business and School Services, via the school email address or main school telephone number.

Should you wish your child to have a school meal or access any of our catering provision, it is important that you sign, date and return the Parental Consent Form to the school by return, in order that your child can access the cashless catering system.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Neil Hutchinson', with a long horizontal line extending from the end of the signature.

Neil Hutchinson
Headteacher



CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete this form **if you consent** to the school taking and using information from your child's biometric finger image as part of an automated biometric recognition system. This biometric information will be used by Royton and Crompton School for the purpose of our cashless catering system.

In signing this form, you are authorising the school to use your child's biometric information for this purpose until he/she leaves the school or ceases to use the system. If you wish to withdraw your consent at any time, this must be done so in writing and sent to the school.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted by the school.

Having read guidance provided to me by Royton and Crompton School, I give consent to information from the biometric finger image of my child;

Pupil name

Form group

Being taken and used by Royton and Crompton School for use as part of an automated biometric recognition system for the purpose of the school's cashless catering system.

Daily Limit: £5.00 Other (please insert amount of daily limit: £_____)

I understand that I can withdraw this consent at any time in writing.

Name of Parent/Carer:

Signature:

Date:

Please return this form to your **child's Form Tutor** at Royton and Crompton School **by Thursday 5th July.**

