

April 2017

Dear Parents / Carers

We are pleased to announce that we have installed a cashless system for the catering service at Huish Episcopi Academy. Our aim is to continue to provide and improve the quality of the school meal service at the Academy.

We are sure you will appreciate the advantages the new system will offer for both the parents and pupils of the Academy. Also the system will enable us to deliver a more efficient, faster service whilst continuing to provide wholesome, healthy and enjoyable meals at the lowest cost.

No cash can be accepted at the food counter 'Till Point'. All new pupils will be informed of and given training on how to use the system.

Parents and pupils will be able to credit their account by the following methods of payment -

1. There will be dedicated staff at the PE sales evening on **Tuesday 27 June 2017** to accept cash or cheques to credit your child's account ready for September.
2. WisePay - Within the first few weeks of the academic year you will be issued with a unique WisePay username and password. This can be used to access and add value to your child's account.
3. Cheque - The cheque can be made payable to **Huish Episcopi Academy** and given into the Academy Shop/Finance Office or posted to the Academy. **Please write the full name of the pupil, their form and the title 'Cashless Catering' on the back of the cheque.**
4. Revaluation Units - There are three revaluation units (cash top up units) across the site at which pupils can credit their account with cash.

Any amount of money can be paid into your account held within the system, money spent on food will be deducted immediately from the system and pupils can check their balance at any time on the revaluation units.

There is a daily 'spend limit' programmed into the system of £4.00, this can be increased or decreased for an individual pupil by making a written request to the Academy.

Each pupil will be recognised by the system through biometrics. Each pupil will have their finger image registered which will then be translated to an Alpha Numeric number and the image is then deleted and not held by the company or the Academy.

Written consent of at least one parent must be obtained and if neither parent consents, or if one or both of the parents' object in writing, then the biometric data will not be taken. If the pupil is already enrolled their account will be removed from the academy database.

If the child objects or refuses to participate in the processing of their biometric data, then likewise we are unable to process and use their data. The child's objection does not need to be in writing and can be given verbally or non-verbally. The child's objection overrides the parental consent.

A swipe card is available and will work in the same way as a finger print. The card will be linked to your child's account and they will be able to credit the card by either using the revaluation units or online using Wisepay. There will be no charge for the initial swipe card, however if the card is lost then a replacement card will cost £4.00.

If you wish for your child to use a swipe card, please inform the academy in writing.

Many thanks for your co-operation in this matter. To obtain a school meal the pupil then simply places their finger on the scanner at the point of sale, a display will show the server the pupil's name, class and current cash balance held in the system. The selected food items will be entered into the system and the new balance will show on the display.

For those pupils entitled to free school meals the system works in exactly the same way. The amount allocated for the free school meal (currently £2.40) will be entered into the system by the software daily and will be accessible at break and lunch time. Should pupils wish to add extra credit on to their balance they can do so using any of the methods stated above. The free school meal allowance will be used up before any added credit, also if the full meal allowance is not used the remainder will be deducted at the end of the day. If a daily allowance has not been added please ask the student to go to the finance office (opposite the school shop) who will be happy to assist.

If you would like further information on the cashless catering service, please contact Tracey Bonds or myself at the Academy.

Yours faithfully

*Natalie Watford*