



Highfields School

Headteacher: Mr P E Wilkes



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Our ref: PEW/AW

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Dear Parent / Carer,

We are pleased to announce that we are installing a new cashless system for the catering service at Highfields School. Our desire is to continue to provide and improve on the quality of the school meal service at school.

We are sure you will appreciate the advantages the new system will offer Parents and Pupils. The system will also enable us to deliver a more efficient, faster service.

From the 3rd November 2014 no cash can be accepted at the food counter 'Till Point'.

Yours sincerely

P E Wilkes
Headteacher

Cashless System

The cashless system allows for Parents and Pupils to top up their own accounts in advance, allowing for quicker serving times. The system recognises: each individual Pupil, holds individual cash balances, records cash spent and cash received. It records where money is spent, on what food, on any specific date and time of day.

How are pupils recognised by the system?

Each Pupil will now have had their finger image registered, this has been translated to an Alpha Numeric number and the image has been discarded. When used this will then enter them into the system program and identify them by a number. For those Pupils who have not registered alternative arrangements can be made.

How is this then used to obtain a school meal?

The Pupil simply places their finger on the Biometric reader at the point of sale; a display will show the server the pupil's name and current cash balance held within the system. The till will then show the amount spent and the new cash balance on the display.

How is money entered into the system?

- (a) By Online Payments (Parent Pay) a Parent / Carer would 'log-on' using their secure user name & password to 'top-up' their Pupil's account online using the internet.
- (b) By 'Cheque' payment made payable to '**Derbyshire County Council**' to cover at least one week, the minimum amount being £11.50 or any amount above this - A cheque box to receive payments will be located in the school.

*****NB*****

Please ensure that all cheques contain the 'Full Name and Class group' of the Pupil on the back of the cheque.

If the payment is to be shared between more than one Pupil, identify each with full name and class group.

- (c) By 'Cash Coin and Note' into an automatic cash loader located in the school which is set to accept £20 £10 £5 notes £2 - £1 - 50p - 20p - 10p – 5p coins. (1p – 2p coins, cannot be used) This is accessed by placing a finger on the Biometric Reader in order to allocate the funds to the correct account.

How does a Pupil check their current balance?

- (a) By using the cash loader. Place their finger on the Biometric reader to display the current cash balance. There is no need to deposit any money, just press the reset button to finish.
- (b) Also a customer display at the point of sale will show the new cash balance when the food service is finished.

How much can be spent in one day?

A daily spend limit of £5 will be set for all Pupils and no food above that limit can be bought. By contacting the Catering Manager, an individual Pupil limit of your choice could also be set.

What about pupils entitled to a 'free school meal'?

The system works exactly the same for all Pupils whether they pay or have a free school meal. All Pupils have their own account to use in exactly the same way.

The amount allocated for the free school meal will be entered into the system by the software daily.

Any under spend or missed dinner will be identified by the system and will not be added to the next day's balance.

The Pupil can also add extra cash on to his or her balance in the system by using the cash loader, to enable a greater daily spend on the school dinner than allocated by their free meal allowance. As this allowance can only be spent on a school dinner, extra cash added into the system can also be used for break time snacks.

Will Pupils have problems in using this system?

Some Pupils may find it difficult to control their accounts for the first couple of weeks, but because of a daily spend limit, most learn this important life skill very quickly and will enjoy being in control of their account.

Data Handling

Certain data will be held on the system to enable accurate operation. This data will be handled under the guidelines of the data protection act and only used by parties directly involved with the implementation of the system. If you have any concerns please contact the school.

Main Benefits

- * Convenient way of paying for school meals. No more looking for change every morning.
- * Discourages the misuse of school dinner money through spending in shops outside of the school grounds.
- * Alleviates many of the associated problems with the use of cash in schools. i.e.: Loss, theft and bullying.
- * Specific food allergy ingredients can be barred automatically.
- * Healthy eating is encouraged.
- * Queuing times are reduced through increased speed of service.
- * Automatic free meal allocation with the pupil remaining anonymous.

Contact Details:

Catering Manager	Mrs Sutcliffe	01629 760020
Queries on ParentPay	Finance Office	01629 581888 Ext 129 or 164
Pastoral Assistant Years 7-8	Mrs Green	01629 584020 Ext 244
Pastoral Assistant Years 9-10	Mrs Hutchings	01629 581888 Ext 162
Pastoral Assistant Year 11	Mrs Harper	01629 581888 Ext 159
Sixth Form	Mrs Bumby	01629 581888 Ext 165