



Ref: AdminRes/Student/Admissions/CateringILC

May 2023

Dear Parent/Carer

Cashless Catering and Independent Learning Centre Security System

At Culcheth High School we strive to ensure that the latest and most appropriate technology is harnessed to improve both learning and the management systems within the school.

One such technology that we employ is a biometric cashless catering system. This system enables the school to deliver an efficient service to students whilst continuing to provide wholesome, healthy, and enjoyable meals at the lowest possible cost.

ParentPay

In an attempt to remove all cash and cheques from school we are asking all parents to only use our e-payment method to pay for dinner money, visits, music lessons etc. This can be done online using a very secure website called ParentPay; this can also be found by using the CHS App from your mobile device.

Already have a ParentPay account?

If you already have a ParentPay account, either with our school or another ParentPay school, you can simply login to that account and add your other children via the 'Add a child' tab on your home page. Registration emails will be sent to parents/carers a week prior to your child starting in September.

New to ParentPay?

You have a secure online account, activated using a unique activation username and password which will be sent in the next few of weeks; you will be prompted to change these and to keep them safe and secure as your Username and Password for future logins.

If you have two or more children at a ParentPay school, you only need to activate one account to create your 'main account' and then add your other children via the 'Add a child' tab on your home page.

ParentPay holds an electronic record of your payments to view at a later date. Once you have activated your account you can make online payments straight away.

Please keep an eye out for your activation details in the next few weeks. Any problems please email parentpay@culchethhigh.org.uk

For your convenience and to help assist in the administration of the catering service if you cannot use Parent Pay for any reason, a method of payment by cash or cheque is still offered to parents/carers. All cheques should be made payable to 'Catering Academy' and placed into the Post Box provided outside the kitchen. To ensure accurate processing of all cheques please write the full name of student and form on the back of the cheque and place in an envelope.

Any amount of money can be paid into an account and will be stored electronically within the system; money then spent on food will be subtracted from the account. Students are then able to check their account balance at a till station.

If you are not already signed up, we encourage you to activate your ParentPay account which allows electronic payments from debit and credit cards straight on to your child's catering account as well as payments for visits, revision guides etc.

Although we advise using a ParentPay account in the first instance, should you wish your child to continue to bring 'dinner money' to school, the facility for accepting cash payments for the day or a number of days is of course always available. The money will need to be handed in to the catering team which will be uploaded to the student's account

Please note that there is a daily 'spend limit' programmed into the system of £4.00, this is based on Student daily spending limit, Parents can add as much money as they wish on their ParentPay account at any time. This limit can be increased or decreased for an individual student by making a written request to the school kitchen.

Finally, please note that this system operates a biometric authentication system whereby students identify themselves at the sales counters using their fingerprint; an approach that contributes to the efficiency of this cashless system.

In order to enrol new students onto the system we will of course need to scan each student's fingerprint. Please be assured that the fingerprint images taken of your child cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint; only the numbers remain and these cannot be reinterpreted back into a fingerprint image. Fingerprinting is purely voluntary and those not wishing to sign up will be able to use a swipe card.

The same biometric finger-print technology system is used for borrowing books in the school's Independent Learning Centre. The Reading Cloud system enables all of our cataloguing and classification to be completed and presented electronically. This system has proved to be extremely efficient and useful in maintaining the ILC's excellent student services and wide range of resources.

Enclosed within your induction pack, please find 'Notification of Intention to Process Students' Biometric Information' which you are required to sign in order that your child can be registered for this system. Please complete the consent and return to school via the email as soon as possible. Your child will not be able to use the biometric system unless we have written confirmation from yourself.

We collect and use pupil information under Article 6 (1c) (for example the Education Act 1996) and Article 9 (2d) of the Data Protection Act 2018. Please refer to the "**Privacy Notice**" on how we hold and store pupil data.

If you have any concerns or questions regarding this information, please do not hesitate to contact me at the school.

Yours faithfully



Mr D Brownlee
ICT Network and e-Safety Strategy Manager