

6th December 2024

Dear Parent or Carer

We will soon be introducing a cashless catering system at Madeley School. This will improve our ability to serve food quickly and efficiently, reduce the amount of cash circulating within the school and make the process of getting a school lunch easier, especially for students eligible for a Free School Meal. It will also make it more convenient for you as lunches can be paid for in advance, online via Parent Pay.

We are currently setting up the Live Register system in school, which uses the latest biometric technology to scan the student's finger to generate a unique number. This is used in the system to identify your child and allow them to spend money from their cashless account. **The fingerprint image is not stored and cannot be used by any other system or in any other way in the school**

Using the cashless catering system is a very simple process:

Step 1

We set up the Live Register system; the necessary student information is linked from Arbor to a server based within school and students' fingerprints are registered to their profile. This server links to the till in our canteen to verify the student, and to Parent Pay to debit the cost of the lunch.

Step 2

Parents/carers load funds onto the student's account by using Parent Pay. Students who are entitled to free school meals will have access to a daily credit balance. This will be handled automatically.

Step 3

Each day, the student chooses their school lunch items and scans a finger at the till; this displays their name, photo and account balance to the till operator who then enters the cost of their food items, deducts the total from the account and the transaction is complete.

In order to comply with the relevant legislation, we have **provided below information from the Department of Education about use of biometrics in schools and your rights relating to consent.**

You will find a new consent request in the parent portal on Arbor relating to the use of biometrics (fingerprint) for the cashless catering from Friday 6th December.

Once we have completed the next stages of the set up process, we will communicate a clear launch date for the new system.

If you have any questions, please do not hesitate to contact the school office,

Yours sincerely,



Mr L. Nixon
Principal

