

21st September 2016

Dear Parents,

Re: Cashless Catering at Mayfield School

We are pleased to announce that Mayfield School is installing a cashless catering system in October 2016. The new system will allow us to continue with the development of the school meal service, and will provide pupils with a more efficient, faster and ultimately better quality of service.

The main advantages of this new system are:

- Increased speed of service at break times;
- Reduced queuing times;
- Reducing the need for children to carry cash so preventing loss or theft;
- Ending the stigma that can be attached to receiving Free School Meals;
- Providing better information for parents on how dinner money has been spent;

Our planned go live date for this new system is Monday 31st October. After this date, cash will no longer be accepted in any of the school canteens.

This pack contains important information about the steps that need to be taken to activate your child's account. Enclosed in this pack you will find:

- ***A consent form*** to allow your child's biometric data to be taken so that they can use the finger print scanners. This is printed on yellow paper and needs ***to be returned to your child's group tutor by Thursday 29th September***.
- A letter that explains how you can activate and top up your child's account using the Parentpay system. This is printed on green paper.
- ***An activation code*** for your child's Parentpay account. This is printed on white paper and can be activated straight away.

We have organised a parent drop-in session at Mayfield on Wednesday 5th October at 3.15pm to explain these systems and answer any questions or concerns that you may have. We will also be available to discuss this initiative at the Year 7 Tutor Evening on Thursday 29th September.

Please do not hesitate to contact me at the school via Tite@mayfield.portsmouth.sch.uk if you have any queries or questions about this project.

Yours sincerely,

Mr. A. Tite,
School Business Manager