

May 2020

Dear Parent or Carer,

PAYMENT SYSTEM AT THE CANTEEN

We operate a cashless system for purchasing food from the canteen. Students log onto their account using either a fingerprint or a pin number and the amount spent is deducted.

Student Dinner Money Account - Each student will have a catering account which can be topped-up via the "School Gateway" online system which we also use for school trip payments. To register you will need to provide the Academy with your contact details via the data collection form. Once these details have been registered by the Academy, please go to www.schoolgateway.com and click on 'New User'. You will need to use the same email address and mobile number that you have provided the Academy with. You will then be able to access the School Dinner function to put money onto the account.

By logging onto the School Gateway it will be possible to top up and to view your child's spending record and food choices. The Academy has automatically set a maximum daily spend limit of £5.00 on every account, but if you wish to lower or raise this please complete the appropriate section in the consent form attached.

Cash Alternative – There is a 'top up' terminal in the dining hall into which students can enter cash to top up their account.

Free School Meals - If your child benefits from Free School Meals, the value of this will be added to your child's account each day.

Consent - In line with the General Data Protection Regulation (GDPR), we have included a consent form with this letter about the implementation of this system. Please read this carefully, and return the reply slip if you agree to the school processing your child's biometric information. Your child will be then be set up on the system with their fingerprint. Should consent not be given for use of the fingerprint, a unique PIN number can be issued to your child for them to remember and use at the tills. This option utilises data already held on our systems for other purposes.

For more information, please see the FAQs or contact reception on 01963 350895.

Yours sincerely

Ansford Academy

FREQUENTLY ASKED QUESTIONS

Q. Will we be taking fingerprints images and can these be used elsewhere?

A. No. Fingerprint images are not stored on the system. Specific points of the scanned fingerprint image are converted to a unique numeric algorithm and then stored in the student's catering account record. Data is only stored on Academy premises and not on a cloud server. Students and parents/carers can therefore be assured that images cannot be used by any other source for identification purposes.

Q. What happens when a student leaves Academy?

A. All biometric information will be securely deleted by the Academy in line with our data retention policy.

Q. What alternative is there if we do not consent to the new biometric system?

A. Students can be issued with a unique pin number to remember and enter on a numeric pin pad connected to the catering terminals. This option will utilise data already held by the Academy which will be used to identify the student for this purpose.

Q. What happens if the student hurts their thumb, wears a plaster or forgets their pin number?

A. The account details can be retrieved by searching on a student's forename/surname. An image of that student will be displayed, so that the Catering Assistant can confirm that the correct account has been accessed.

Q. How do students purchase meals/refreshments?

A. They simply place their finger on the reader. Their biometric pattern is scanned and then converted to their unique account number, which is then debited.

Q. How can I check my account balance?

A. The balance available is displayed on a customer screen at the catering terminal at each transaction. Students can also check their balances at the cash top-up machines. Parents/Carers can check balances via the School Gateway.

Q. What if my child is entitled to Free School Meals (FSM)?

A. The system works exactly the same for all students whether they pay directly or are entitled to FSM. The set allowance will be electronically placed onto the student's catering account each day (the allowance is not rolled over) but additional cash can also be added by the parent / carer to enable a greater daily spend if required. This is retained separately and is only used when the free meal entitlement has been used in full.

Q. Is there a limit to how much can be spent in one day?

A. Yes. There is currently a default limit of £5 spend per day, however parents/carers can increase or decrease this for their child by completing the appropriate section on the biometric cashless catering consent form.

Q. Can my child still get some food or drink if there is no credit on their catering account?

A. No. Apart from students in receipt of Free School Meals, it is the parent's / carers responsibility to provide their child with the ability to buy food. Students will not be able to purchase food or drink unless their catering account is in credit to the total amount of their purchase. Students can check their balances at the cash top-up machines. Parents/carers can review balances via their School Gateway account.

Further Information:

On the 'News and Events' tab of our website www.ansford.org.uk, under 'School Meals' you will find the following information:

- CRB Cunninghams GDPR Summary Statement - March 2018.
- Data Security in iDStore (Cunninghams).
- Ansford Academy Biometric Data Policy 2019.



CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL FOR THE PURPOSES OF CASHLESS CATERING

PARENT / CARER:

Having read guidance provided to me by Ansford Academy, I give consent to my child's biometric information in the form of fingerprint data being taken and used by Ansford Academy as part of an automated biometric recognition system for the administration of the cashless catering system only.

I understand that I can withdraw this consent at any time in writing.

I understand that my consent can be overridden if my child's other parent/carer objects in writing.

Name of Student	
Tutor Group	
Name of Parent/Carer	
Signature of Parent/Carer	
Date	

Adjustment to Daily Spend Amount for Biometric or PIN number options

An automatic spending limit of £5 per day has been applied to each account.

<p>Please set the daily account spending limit for</p> <p><i>Childs name</i></p> <p>to (<i>amount</i>)</p> <p>Signature:</p>
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