



Dear Parent/carer

We are pleased to announce Aspens will be our new school caterers from September 2018. They already supply two other secondary schools in the borough and we feel they will bring both better quality food and value to the school, as well as providing a wider range and cost effective choices for you son/daughter to choose from whilst at school.

One of the first steps Aspens is taking is the installation of a new and improved cashless catering system. This system is already in use in other local schools and will allow us to continue to develop the school meal service and will enable us to provide a more efficient, streamlined and better quality service.

The new system incorporates the latest technology and is *biometric* (similar to the technology on smartphones), students will not need to have their Streetbase card as the system will recognise their thumb print. We believe that this system will be more secure and will reduce errors at the till.

Please note:

- there are no images taken of the thumb print, it generates an individual 256 bit number;
- an individual must be present to make a purchase;
- this system is compliant with the new Department for Education guidance on the protection of biometric information.

The new system will begin operating on **Thursday 6th of September** and Streetbase Cards will not be accepted at the till points after the end of the term on 19th July 2018.

The process for topping up students accounts via ParentPay remains unchanged. If you had a daily 'spend limit' this will transfer this over to the new system. Limits can be increased or decreased for an individual student either by a written request, email or phone call to the School Office.

In line with current legislation we will be operating an 'Opt In' policy and therefore require you to complete the attached form. If you choose not to have your child registered on the biometric system a 4 digit PIN code will be allocated. However, there will be limited availability to use the PIN codes at the till points. Please also note that PIN codes do not have the same level of security as biometric and it will be your son/daughter's responsibility to remember the code and keep it secure at all times.

The attached form should be returned to the School Office before the end of term on Thursday. **All students who return their by the end of term will receive a free meal on Thursday 6th September.**

Any forms not returned by 12.30pm on **Thursday 19th July** can be returned during the summer break, no later than **Tuesday 28th August**. Forms can be posted marked for the attention of the Mrs Stone or alternatively can be placed in the box that will be available at the Castle Green Reception throughout the 6 weeks holiday.

There is information available on the school website. If you have any questions regarding this process there will be a parents' information evening in the school dining area on **Wednesday 5th of September** between 4pm – 5pm where you will be able to have any queries you may have.

Yours sincerely

Mr. Donovan
Assistant Head Teacher