

1186/ES.ZL/shrd.livereg

19 May 2016

Dear Parent or Carer,

## **NEW CATERING SYSTEM**

Roysia will be updating its catering till in September 2016 with a new cashless system in line with the other schools in the Academy.

### **1. What we are doing**

We have chosen the Live Register system. This uses biometric technology to scan the pupil's fingerprint. Cash is loaded onto a pupil's account either by the student or parent sending in a cheque or cash, **minimum of £5 in an envelope clearly marked**, to the School Office. At break or lunch time the pupil chooses their 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. The till in the canteen **will not accept cash**.

### **2. Benefits of the system**

Ultimately at Roysia we would like to offer our parents/carers the opportunity to pay on-line, which we are hoping to implement in January 2017. This is a step towards this. In the short term the Live Register system will give better information on what the pupil is purchasing if you have any concerns. Initially this will be available by calling the school; eventually this will be available as part of the pupils on-line account.

### **3. Biometric information**

Under the Protection of Freedom Act 2012 we are required to obtain consent to use biometric information such as fingerprints. The Live Register system uses the latest biometric technology to scan the pupil's finger; this generates a unique number to identify the pupil. The fingerprint itself is not stored and the number cannot be used by any other system.

Even if the pupil does not regularly have a school meal we would encourage you to give your permission to cover the occasional purchase of snacks or drinks. The new till in the canteen will not have the facility to accept cash.

Registration of staff and students will start before the end of the summer term. Please complete the attached consent form and return it to the school office **by 30 June**, at the latest. This will allow us time to set up the pupils' accounts.



If you need any more information on this please contact our School Manager, Elaine Stamford.  
Thank you for your co-operation with this, it will help with a smooth implementation.

Yours sincerely

Miss Z J Linington  
Headteacher

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**To: School Office, Roysia Middle School**

**CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN ROYSIA MIDDLE SCHOOL**

I hereby give consent that my son/daughter can be registered into the Live Register system using their fingerprint.

Pupil Name: ..... Class: .....

Parent/Carer's Name: .....

Signed: ..... Date: .....

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