



**BEDFORD
FREE SCHOOL**
SERVING BEDFORD & KEMPSTON

Principal: Mr M Lehain
12-16 Cauldwell Street,
Bedford, MK42 9AD
Tel: 01234 332299
Email: info@bedfordfreeschool.co.uk
Web: www.bedfordfreeschool.co.uk

BED/ELO

1st July 2016

The Live Date for the new Cashless System is: 12th September 2016

Dear Parents/Carers

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

This system incorporates the latest technology and eliminates the need for pupils to carry cash throughout the day thus reducing the risk of monies being misplaced. It is also biometric (see FAQ's) so there is no need for pupils to carry a card as the system will recognise the thumb of your child at the tills.

We will commence operating the system on Monday, 12th September 2016 and as such no cash will be accepted at the till points after this date.

All students and staff will be given training on how to use the system.

Any amount of money can be paid into a pupil's account, and any money spent on food & drink will be deducted on a daily basis.

We have two payment options available to you – online payments and 'PayPoint' at your local participating shop or at any Post Office.

A daily 'spend limit' of £5.00 will be programmed into the system. This can be increased or decreased for an individual student by making a written request to the school's main office.

As per 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. Please note that PIN codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.

The attached information should answer any questions you may have but if this is not the case and demand requires a parent's information evening, one will be held where the new cashless system will be demonstrated and any further questions answered.

Yours sincerely

Mrs. B. Edge
School Business Manager
Enc.





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Dear Parents/Carers

As the 'Live Date' for the new Biometric Trust-e Cashless System supplied by Nationwide Retail Systems Ltd is imminent, we require the consent of at least one parent in order that the biometric information of your child can be processed. Please be assured that this information remains within the school and that the biometric information taken is an algorithm and not the actual finger print.

If you choose not to have your child registered the school will provide an alternative method of identification which will be a 4 digit PIN code. The preference of the school is to use biometrics as this is more secure and faster than any other method of identification and we appreciate your co-operation with regards to this matter.

Could you please therefore complete and sign the form below and return to the Miss Carter in the main office by no later than **Friday, 8th July 2016**.

Yours sincerely

Mrs. B. Edge
School Business Manager
Enc.



CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION AT BEDFORD FREE SCHOOL

Please complete this form if you consent to Bedford Free School taking and using information from your child’s fingerprint as part of an automated biometric recognition system. This biometric information will be used by the school for the purpose of the administration of the cashless payment system.

In signing this form, you are authorising the school to use your child’s biometric information for this purpose until he/she either leaves the school or ceases to use the system.

If you wish to withdraw your consent at any time, this must be done so in writing and sent to the school at the following address: Bedford Free School, Cauldwell Street, Bedford MK42 9AD.

Once your child ceases to use the biometric recognition system, his/her biometric information will be securely deleted.

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Having read guidance provided to me by Bedford Free School. I give consent to information from the fingerprint of my child being taken and used by the school for use as part of an automated biometric recognition system for the purpose of the Cashless system. I understand that I can withdraw this consent at any time in writing.

Child’s name: _____ Registration Group: _____

Name of Parent: _____

Signature: _____ Date: _____

Please return this form to: Miss Rachel Carter in the main office.



Bedford Free School – Cashless system

Frequently Asked Questions:

Q: What is a biometric (algorithm) fingerprint?

A: The individual fingerprint templates are encrypted using a key that is built into the scanners hardware. The template data is useless on its own and cannot be interpreted back into a usable fingerprint image.

The template is secure because it can only be matched when the individual's finger is on the device. We do not hold images of fingerprints in our system.

Students are allowed to opt out of the scheme and use a PIN number instead.

Also under the data protection act, the school or (the originator of the data), cannot allow access to this data by anyone for any other reason than for the cashless catering system. Any biometric data that belongs to an individual that leaves the school is removed.

Q: How do 'free meal' entitlements work?

A: All free meal entitlements will be entered on to the system prior to the 'live' day. The Cashless Catering System will, on a daily basis, automatically allocate the appropriate accounts with the free school meal amounts. Pupils with Free School Meal (FSM) entitlement remain anonymous at all times as all account types are accessed in the exact same manner, regardless of whether paid for or not. Please note that any monies not spent from the daily free meal allocation will not be carried over to the next day.

Q: Can anyone else use my child's account?

A: No – due to the extensive security on biometric templates, no-one will be able to access your child's account. As a secondary precaution, a photo image is allocated to each pupil (at the schools discretion). If your child is using a 4 digit PIN code, which someone obtains and attempts to use, the photograph shown at the EPOS Terminal will alert the operator of a fraudulent sale.

Q: My child has an allergy. Will this be monitored through the Cashless System?

A: Yes – all allergy records registered with the school will be entered on to the Cashless System. When pupils attempt to purchase an item, which contains ingredients that they are allergic to, the system will alert the operator and prevent them from selling the chosen item.



Q: Can I dictate my child's dietary requirements?

A: The system will allow you to register any items that your child cannot consume due to dietary needs or religious reasons. We do already collect this information for allergies but if there are any additional items they must be confirmed in writing by the parents/carers and addressed to Bedford Free School, Cauldwell Street, Bedford MK42 9AD.

Q: What information is collected and stored about my child for the cashless system?

A: All relevant information and photographs are collected directly off the schools existing information management system.

Q: Can I request a printed report of my child's meal intake?

A: Yes – the Cashless Catering Solution allows numerous reporting facilities, including dietary habits. These may be requested by contacting the main office.

Benefits of the Trust – e Cashless Catering System

- Increased speed of service reducing queuing times
- Increased uptake on Free School Meals
- Anonymity on Free School Meals
- Facility to pay online
- No need to carry cash preventing loss/theft
- Automatic alerts to stop pupils purchasing allergy trigger items
- Students learn about important lifestyle control by monitoring their own accounts
- Reporting facilities help decrease wastage and improve the overall efficiency of the meal service.

