

June 2021

Dear Parents,

Re: Beaufort Bistro - Cashless System

The 'cashless' system for purchasing food and drinks at breakfast, morning break and lunchtime was introduced at the school in September 2008. It is a faster, more efficient service, so that queuing time is reduced. The cashless system is a software programme which recognises each individual student, holds individual cash balances and records expenditure and cash received.

All students and staff will be registered by biometric measurement and photograph. The biometric measurement involves scanning points on the index finger. This information is converted and stored as a unique number. Parents and students can be assured that the fingerprint information held cannot be changed back into an image of the fingerprint, nor can it be used in any other source for identification purposes.

The benefits of the system are:

- Parents can pay by credit/debit card on the school website via SCOPAY for their child's meals cutting out the need for students to carry cash;
- Parents can have increased confidence that dinner money is being used for the intended purpose;
- Students entitled to free schools meals will have a daily credit limit automatically applied to their account, so that the entitlement remains completely confidential;
- The system places a daily spend limit of £5 on each account;
- The system can be used to encourage 'healthy eating';

New students will have their biometric measurement taken on the first day of term. If for some reason your child does not have their finger scanned on this day, they can see Mrs Clarke at Student Support who will assist them in ensuring that they are put onto our system. If students choose to bring their own lunch and snacks, they will still be required to register on the "cashless system" to give them the opportunity to use the Bistro during their five years at Henry Beaufort.

Once your child has been registered, payments can be made using cash which can be paid directly into the cash machine, giving an immediate credit so they can purchase food and drink. Alternately a cheque made payable to "Hampshire County Council" can be provided, or payment made by credit/debit card on the SCOPAY. No "overdraft" facilities will be allowed on the system. Students must have enough money in their accounts to purchase a meal. If however, your child has any difficulties purchasing food they will need to call into the Student Support Office.

Some key questions have been answered on the reverse of this letter, however if you wish to find out more information please do not hesitate to contact the Student Support Office.

Yours sincerely

Mrs J Clarke
Student Support Officer

How is the account used to obtain a school meal?

A biometric scanner will be used at each till, whereby a student will place his/her finger on the scanner to activate the individual account. A display will show the server the student's name, tutor group and current balance held within the system. The server will then enter the selected food and drinks into the terminal from an itemised keyboard, while the amount spent and the cash balance will show in the display.

How is money entered into the system?

a) By credit/debit card via your child's SCOPay account.

b) By cheque, made payable to **Hampshire County Council**. Any cheque value can be paid into your child's account: you can pay for a term, half term, month or week at a time. Cheques must be in a sealed envelope, the student's name and tutor group clearly marked, and posted in the 'mail box' outside the Student Support Office in Winchester Block. If the cheque is to cover more than one student, the name and tutor of each student must be identified, together with the breakdown of the total value to be applied to each account. Cheques are collected daily between 9am and 9.15am and will be applied that day, anything posted after this time will not show until the following day.

c) By putting cash, notes (£20, £10, £5) and coins (£2, £1, 50p, 20p, 10p) into an automatic cash 'reevaluation' terminal located in the Winchester Block and the Bistro. After activation via a biometric scanner the terminal will show the current account balance. Cash is then entered and, finally a red button pressed to mark the end of the transaction.

How will students check his/her cash balance in the system at any time?

By using one of the revaluation terminals, activate the terminal using the biometric scanner to display the current balance. There is no need to deposit any money, just press the red button to finish.

If we pay for a set number of school meals, can it be spent in one day?

No, a daily spend of £5 will be set for all students and no food above that limit can be bought. On request, an individual student limit of your choice could also be set, to include a school dinner and break time snacks.

What about a student entitled to a 'free school meal'?

The system works exactly the same for all students whether they pay themselves or have a free school meal. All students can gain access to their accounts via the biometric scanners. The amount allocated for the free school meal will be entered into the system by the software daily and will only be accessible at lunchtime. Any under-spend or missed dinner will be identified by the system and will not be added to the next day's balance.

How can the cashless system help to encourage healthy eating?

Parents/Carers are able monitor what their child is eating each day through Scopay, and encourage healthy choices.

What data will be held on the system?

Certain data will be held on the system to enable accurate operation. This will include the student's name, tutor group photo, account balance, meal entitlement and the biometric number. Other than the biometric number, this is data already held on the school's administrative systems. All the data will be handled under the guidelines of the Data Protection Act and only used by parties directly involved with the implementation of the system.