



PARENTPAY AND CASHLESS CATERING

Like many schools, we use ParentPay to accept all payments for school trips, school uniform, equipment, school performance tickets and catering top-ups. We do not accept any cash payments or top-ups at our School from students and therefore it is important that we get you set up on ParentPay before your child starts at Calday.

We operate our financial systems in this way to provide you with the following benefits:

- Detailed online reporting of student purchases from all school catering outlets
- Easy online credit top-ups with debit or credit card
- Option of PayPoint top-ups at local stores for those parents who don't wish to pay online
- Elimination of the need for students to carry cash to purchase their break-time snacks and lunch
- Assurance for parents that their money is being spent for the purpose it was given
- No risk of money being lost
- Reduced risk of bullying
- Easy and discrete administration for free school meals

Catering at Calday

Our in-house catering team offer a wide range of healthy and nutritious snacks and meals at break-time and lunch with a two-week rotating menu so that your child will know what to expect each day. We have a five star hygiene rating and can cater for most allergy requirements. *Further details are on the school website at calday.co.uk/cafeatcalday*



We set a maximum daily spend of £6 per day for all students and this can be amended up or down for individual students – please contact us at parentpay@calday.co.uk if want to change this.



Our system has a small overdraft limit built in to ensure that your child can still eat in an emergency and you are able to set up automated balance alerts. We also email all parents who have overdrawn accounts on a daily basis to remind them to top-up their accounts.

Free School Meals

Free School Meal students receive a daily credit of £3.40 on their cashless catering account. This allows them sufficient credit to purchase a snack and a drink at break-time and a hot meal and a drink at lunchtime. You are welcome to provide additional credit on their account should they require more than this amount from time to time.

Free school meals are available for children if their parent or carer receives certain benefits. In addition, the school receives Pupil Premium funding of £935 per student who is entitled to free school meals; this funding continues for up to six years after the free school meals claim ends. This means that, even if you only expect to claim for a short time, the Pupil Premium funding will continue to support your child's education for the long term.

What do I need to do now?

1. Complete Biometric Consent

Parents are requested to read the information below and provide their consent (or not) for Biometric information to be collected. In the event that consent is not granted then your child will be issued with a PIN code number to identify them at the catering till points.

2. Activate ParentPay Account

Once you have accepted your place at the School we will issue you with a ParentPay activation letter containing your unique login details.

Please complete the activation of your ParentPay account as soon as possible. If you have any queries or haven't received your letter before your child's first day at the school then please contact us at parentpay@calday.co.uk

If you do not wish to use online top-ups and benefit from the other online functionality, then we are able to offer an alternative cash payment method using PayPoint, which is available at local shops. There is an administrative charge of £5 for making this facility available to you. Please contact parentpay@calday.co.uk for further details.

3. Collect Biometric Measurements

We will collect the biometric measurements for students who have valid Biometric Consent. Any students who do not have a valid Biometric Consent Form will be issued with a PIN code to identify them at the till points.

4. Top-up ParentPay Accounts

Please ensure that you top-up the lunch payments with your ParentPay account to ensure that your child will have access to funds in their catering account.

I look forward to welcoming your child to our School and hope that they make a great success of their time with us at Calday.

Yours sincerely,



Mr Andrew Eckford
Director of Finance and Operations



NOTIFICATION OF INTENTION TO PROCESS STUDENTS' BIOMETRIC INFORMATION

The school wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes of financial administration of canteen purchases and registration and recording movements of students onto and off site. The information from your child that we wish to use is referred to as 'biometric information'.

Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system. (Written consent includes consent gained through electronic means such as email or online forms.)

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their thumbprints.

The school would like to take and use information from your child's thumbs and use this information for the purpose of providing your child with access to their online catering account. The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's thumbs and convert these measurements into a template to be stored on the system. Images of your child's thumbs are not stored. The template (i.e. measurements taken from your child's thumbs) is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about students for the purposes of an automated biometric recognition system. For example:

- a) the school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);
- b) the school must ensure that the information is stored securely;
- c) the school must tell you what it intends to do with the information;
- d) unless the law allows it, the school cannot disclose personal information to another person/body. – you should note that the secure biometric data servers are held on site at the school. Biometric information is not shared with third parties and will only leave the site in an encrypted form as part of the school's data backup process.

Providing your consent/objection

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system. You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent.

Please note that any consent, withdrawal of consent or objection from a parent must be in writing. Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. His/her objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish. The school is also happy to answer any questions you or your child may have. If you do not wish your child's biometric information to be processed by the school, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system to make payment for catering purchases.

If you give consent to the processing of your child's biometric information, please select the appropriate option on the Student Information Form.

Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

Further information and guidance

This can be found via the following publication:

[Department for Education's 'Protection of Biometric Information of Children in Schools – Advice for proprietors, governing bodies, head teachers, principals and school staff'](#)