

# LANCASTER ROYAL GRAMMAR SCHOOL

East Road, Lancaster LA1 3EF

**Switchboard** 01524 580600 **Fax** 01524 847947

**Andrew M Jarman** MA Headmaster



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Dear Parent,

## ***DINING HALL CASHLESS SYSTEM***

As part of ongoing improvements to the catering standards at LRGS, we are moving to a new cashless catering payment system which will be introduced immediately after half-term. It will, we believe, bring serious benefits to the pupils by reducing queuing time and providing much more information to support the national drive towards healthier eating.

This letter provides details of how the new system will operate.

### ***What is the cashless system?***

At the heart of the cashless system there is a computer controlled by **IMPACT** (Information Management for Point of sale Access and Cashless Tracking) software. This allows the system to recognise each individual pupil via an image of his fingerprint, hold individual cash balances, record cash spent and cash received, where money is spent, on what type of food, on any specific date and time of the day.

### ***Why do you need to take my child's fingerprint?***

By taking an image of your child's fingerprint, we can turn this information into a digital signature. This unique image will then be used to replace cash at the point of sale. The system meets the requirements of the Data Protection Act, the information is secure and the system has tangible benefits for the end user. Fingerprints are purely voluntary. This system is currently used in many other schools within Lancashire. Alternative arrangements will be made for those not wishing to register. Please advise the Headmaster in writing.

### ***Can fingerprints be used by another agency?***

No, the software we use turns your child's fingerprint into a mathematical algorithm, the image of the fingerprint is discarded. The information stored cannot be used to recreate a fingerprint image.

### ***What happens when my child leaves school?***

All data is deleted from the system.

### ***How is money entered onto the system?***

By cheque payable to LRGS, to cover any period i.e. term, month, week or a fixed monetary value. Secure cheque boxes to receive payments will be located in the Dining Hall and also in Lee House.

**The cheque boxes will be emptied at 9.30 am daily.** Any cheques posted into the boxes after 9.30 am **will not** be entered onto the system until the following day. Pupils are asked to post cheques in the boxes before registration. To enable catering staff to identify cheque payments accurately please ensure your child's name, form and user I.D. number are included on the reverse of the cheque. If the payment is to be shared between two pupils, identify both names, forms and amount per child.

Money can also be entered onto the system by using the cash revaluation terminal located next to the cheque box. This unit accepts £20, £10, £5 notes and £2, £1, 50p, 20p, 10p coins. **1p, 2p, and 5p coins cannot be used.** The revaluation terminal will not accept damaged notes. If a note is refused, it should be placed in an envelope clearly marked with the pupil's name and form and posted into the cheque box, before 9.30am.

### ***What happens to any existing balance on old dining card?***

Standard letters\Dining Hall cashless system

Any money not used by 23<sup>rd</sup> October will automatically be transferred onto the pupil's new account ready for 2<sup>nd</sup> November.

***How does the revaluation station work?***

First, the pupil puts their finger on the fingerprint reader mounted on the revaluation terminal. This displays the pupil's name and current cash balance held on the system. Notes and coins are then inserted into the terminal; the incremental cash balance will show on the display. Press the red button to tell the system that the transaction is complete.

***How will the pupil be able to tell what his current cash balance is?***

By using the revaluation terminal – place a finger on the reader to display the current cash balance. There is no need to deposit any money, just press the red button to finish. Also, a remote display will show the new cash balance when the food service is finished.

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

No, a daily limit of £6 will be set for all pupils (maximum spend for breakfast, break and lunchtime service). No food can be purchased once the limit is reached. On request, an individual pupil daily limit of your choice can also be set.

***What if the pupil does not hold a sufficient cash balance to pay for a school dinner?***

As before, no pupil is refused a school dinner because they have not brought their dinner money into school with them. The school will loan money for one day. However, the pupil will be expected to bring sufficient money with them the next day to repay the loan and purchase their own meal.

***How does this affect pupils entitled to free school meals?***

The system works exactly the same for all pupils. The amount allocated for the free school meal will be entered into the system by catering staff.

***How will healthy eating be encouraged?***

After completion of the trial period, we hope to use the system to further enhance the school's healthy eating policy. When the food is selected on the canteen's server's keypad, it will also register points for a balanced and healthy and nutritious school dinner.

***What is "dietary control"?***

Should the pupil have a specific food allergy, or be diagnosed a diabetic, this medical information can be coded on the system – preventing foods with allergic ingredients being served to a particular pupil, by automatically locking out relevant buttons on the keypad.

***What are the timescales?***

The new system will go live on **Monday 2<sup>nd</sup> November**.

Advance cheque payments can be sent into school from **Friday 23<sup>rd</sup> October**. Please ensure you include your child's name, form and User I.D. to the reverse of the cheque.

The revaluation terminal will be open on **Monday 2<sup>nd</sup> November** to accept cash payments ready for the following weeks.

Biometric registration day for all pupils will take place on either **Thursday 22<sup>nd</sup> and Friday 23<sup>rd</sup> October** from 9.00 am. This will take approximately 15 minutes per class and includes a web cam photograph.

Yours faithfully,

A. M. Jarman  
Headmaster