



*Incorporating
King James's
Grammar School
Founded 1616*

King James's School

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Headteacher
Deputy Head
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Chair of Governors

Mr C A Sugden
Dr C A Walton
Mr J A W Walker
Mr I W Simpson
Mr D B James

31 January 2008

Dear Parent/Guardian

INTRODUCTION OF CASHLESS CATERING



As you will be aware, the school is to launch a new method of payment, commonly known as 'cashless catering', in the school dining room from **Monday 18 February 2008**. Each student will have an account which they will be able to charge with credit, so that at the point of sale, no transaction of cash takes place enabling food to be served quicker and more efficiently.

Accounts must be pre-credited and this can be done in the following ways:

- By cheque - **this is the preferred method** as it helps in the prevention of cash theft and bullying.
 - Cheques should be made payable to **King James's School**.
 - Cheques can be posted by students into the Payment Collection Box (post box on the main corridor) or sent by mail.
 - The Finance Office will collect the cheques and credit cheques to students' accounts.
 - For accounts to be credited by lunchtime, cheques must be received by 11.30am.
 - Although there is no minimum cheque value limit, we would prefer that cheques are not submitted for values less than £20.
 - Please write the following on the back of each cheque:
- By cash into one of 3 cash loader machines which are positioned at convenient locations around school.

LUNCH Student Name Tutor Group

In the dining room students will make payment from their accounts by fingerprint or an ID pin number (as used in cash machines) if you prefer. All students will register their fingerprint/ID pin number during the last week of this half term and also be shown how to use the cash loader machines. Students will be able to credit their accounts with cash once they have had their fingerprint registered and so it might be useful for students to insert some cash for the use in the first week of next term, as soon as they have registered their fingerprint. Additionally if it is your intention to pay by cheque, to reduce the number of cheques we will have to deal with on the 18 February, we would very much appreciate any payments (even £5!) as soon as possible.

Students who receive the free school meal allowance will have their account automatically credited with the daily allowance (currently £1.95), however if this is not all used on the day, the amount will be automatically reclaimed from the account. Parents must continue to re-apply for free meals as they currently do.

You will appreciate the considerable amount of effort required to ensure the system works properly on the 18 February and technicians will be on hand for the first two days! Should you have any queries regarding cashless catering, please contact Student Services Reception at the school.

Yours faithfully

MR I SIMPSON
Deputy Head



INVESTOR IN PEOPLE

Further information about biometric systems.

It is a common misconception of biometric systems that fingerprints are being collected and stored on a database. We would like to assure parents and students that this is not the case. The system is very similar to the one that we have operated for a number of years in the school library.

When the finger is placed on the reader a small number of points are scanned. These points are then stored as a numerical value. The numerical value cannot be turned back into a fingerprint from the stored data, but the fingerprint can be read again to allow identification.

Even though the data from biometric systems is useless to anyone else, as with all of the data that we hold in school, we will not pass it on to anyone else. It is subject to the same data protection rules as any other data that we hold. When a student leaves school the biometric data is destroyed.

If you have any questions about the technology, or data protection, then please do get in touch so that we can reassure you.

Benefits of using a biometric system.

1. Particularly for younger pupils, parents can be certain (if they pay by cheque) that the students are spending their 'lunch money' on a good meal from the school catering service.
2. Pupils do not need to carry cash, therefore there can be no cash theft or bullying.
3. We will be able to speed up our lunchtime service.
4. Card based 'cashless' systems are costly due to lost cards, for a biometric system you just need your finger!