



**HAGLEY CATHOLIC HIGH SCHOOL**  
Brake Lane, Hagley, Worcestershire DY8 2XL  
Phone: 01562 883193 Fax: 01562 881820  
Website: [www.hagleyrc.worcs.sch.uk](http://www.hagleyrc.worcs.sch.uk)  
Principal: Mr J Hodgson



Archdiocese of Birmingham

Dear Parent/Carer

We have a cashless catering system at Hagley Catholic High School. The system enables us to deliver a more efficient and effective catering service for our students, parents and staff, whilst at the same time helping the caterers to continue to provide wholesome, healthy and enjoyable school meals at a reasonable price.

This system offers many benefits such as:

- Increased speed of service, reducing queueing times
- Alleviates many of the associated problems with the use of cash in schools, such as loss. Students are unable to spend money without the parent's/carer's knowledge on anything other than school meal items
- A reduction in queuing time which means your child will have more time to enjoy his/her lunch
- Students will learn about the importance of lifestyle control by monitoring their own account and budgeting each week within their allowance

There is an initial approved daily 'spend limit' of £5.00 which, based on the dining room prices, should be sufficient to provide your child with a snack at break, a main meal at lunch and a soft drink. However, we understand that parents may wish to have different daily limits for their children and therefore this can be increased or decreased for an individual student by making a written request to the School Finance Office.

Any credit balances remaining at the end of each term will be rolled forward. For students leaving the school, parents and students should monitor balances carefully as due to administrative costs we cannot issue refunds of less than £5.00.

This cashless catering system uses a payment system called ParentPay which allows online payments to be made to individual student's accounts. In case of emergency, students can add cash to their account at the remote payment station (cashloader) that will be located in the lobby adjacent to the dining hall. Your child is the only person who will be able access the money you pay into his/her account.

The introduction of a Biometric recognition system means that students are recognised at the tills in the dining hall by means of a scan of their finger. This entails them providing an image of their fingerprint; please note that fingerprint images are not stored within the system and cannot be used by any other source for any other identification purposes. The fingerprint image is digitalised to create a unique identification code for your child only to access catering services at this current time. In the future the system has the potential to allow us to investigate improving the efficiency of our registration, exam entry and library systems.

Please be assured that the School will comply at all times with Data Protection Act and with the provisions of the Protection of Freedoms Act 2012 (which came into force in September 2013) regarding the use of biometric data.

In order for your child to use the biometric system, one parent/carer will need to read, sign, and return the attached form. I have also included a set of FAQ's to provide further information about the biometrics system, together with some important information for parents. If having read these documents, you still have concerns or require more information then please contact us.

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Registered Office: Hagley Catholic High School, Brake Lane, Hagley, Worcestershire DY8 2XL  
Telephone 01562 883193 Fax: 01562 881820

Saint Nicholas Owen  
Catholic Multi-Academy Company

## IMPORTANT INFORMATION FOR PARENTS

### Background to the use of biometrics in school

For the sake of clarity, biometric information is information about someone's physical or behavioural characteristics that can be used to identify them. There are many possible biometrics, including for example, a digital photograph, fingerprint, or hand shapes. As part of our identity management systems, we will record a biometric measurement taken from a finger, but not a fingerprint image. The information is stored in a highly secure database and will only be used by the school to confirm who is using a range of services. In future we may use other biometric services where appropriate.

Our chosen solution allows us to use a secure database holding biometric data for use with a range of services. This means we will store the least amount of data possible. This reduces the risk of loss of data.

The data that is held cannot be used by any other agency for any other purpose.

The school will not use the biometric information for any purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 2018. The school will not share this information with anyone else and will not unlawfully disclose it to any other person.

### Current Legislation – The Protection of Freedoms Act 2012

This legislation requires schools to:

- Inform parents about the use of the biometric systems in the school and explain what applications use biometrics
- Receive written permission from one parent if the school is to process biometric information for their child
- Allow children to choose an alternative way of being identified if they wish
- Children under 18 who do not have permission will not be able to use existing or new biometrics when using services in the school

If you do not wish your child to use the biometric system or your child chooses to use an alternative form of identification, we will provide reasonable alternative arrangements that allow them to access current and future services.

Should you agree to the processing of your child's biometric information, it is important that you return the signed consent form. Please note that when he/she leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be permanently deleted.

## FREQUENTLY ASKED QUESTIONS

### Q. My child has Free School Meals; how do they get lunch?

A. The system works in exactly the same way for all students. The amount allocated for the Free School Meal will be entered into the system daily and will only be accessible at lunch time. The system will allow the required cash amount for each individual student on a daily basis. However, any underspend or missed lunch will not be added to the next day's balance.

### Q. How will we know how much is left on my child's cashless account?

A. The online payment system is automatically updated at the end of each day. In addition, the student will see their balance when they visit a till or when they identify themselves at the cash loader in school.

### Q. What information is stored when my child's finger is scanned?

A. When the finger is scanned the system is detecting small differentiating features and converts them into a number, it does not store an image of the fingerprint. Like with a credit card, the number is then used to associate the user with their account; every time their finger is scanned, the system recognises the number generated and knows which account to look at. The number is kept within the system but cannot be converted back into a fingerprint or used for anything other than identifying the student within the system.

### Q. If I put enough money on my child's account for a whole week can they spend it all on one big feast at the start of the week?!

A. No. A daily spend limit of £5.00 will be set, which can be spent across break time and/or lunch. The daily limit can be adjusted by sending a written request to the School Finance Office.

### Q. Will I be able to see what my child is eating?

A. Yes, you as the parent/carer will be able to log into the ParentPay system and check what your son/daughter has spent your money on.

### Q. How is money entered onto the system?

A. Preferably by using ParentPay. However, there will also be the facility to add cash on account at the remote payment station /cashloader, which will be located in the lobby adjacent to the dining hall.

### Q. How does my child pay for a School Meal?

A. The student places their finger on a scanner at the point of sale. A display will show the server the student's name and current cash balance held within the system. The server will enter the selected food items into the system from an itemised keyboard while the amount spent and the new cash balance will show on the display.

## CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL

Please complete and return this form if you consent to the school taking and using information from your child's fingerprint by Hagley Catholic High School as part of an automated biometric recognition system.

This biometric information will currently be used by Hagley Catholic High School for the purpose of school catering services but may at a later stage be used with registration, exam entry and library systems for which we will ask your consent separately.

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:

Reception  
Hagley Catholic High School  
Brake Lane  
Hagley  
DY8 2XL

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

Having read guidance provided to me by Hagley Catholic High School, I give consent to information from the fingerprint of my child being taken and used by Hagley Catholic High School for use as part of an automated biometric recognition system for school catering services.

Name of child ..... Form .....

I understand that I can withdraw this consent at any time in writing.

Name of Parent: .....

Signature: .....

Date: .....

Please return this form to Reception, Hagley Catholic High School, Brake Lane, Hagley, DY8 2XL