

CASHLESS CATERING

Please read the accompanying letter regarding School Gateway

At Heathfield Community College we operate a biometric cashless system in our Dining Room, Snackshack, The Quad and 6th Form for purchases at breakfast, break and lunch. The system uses the latest Biometric Technology, eliminates the need to carry a card or cash in school and facilitates a speedier service time at the tills.

Parents can access a full purchase history which means you can see what choices your child has made. After registration you can easily change the limit for the maximum amount your child can spend each day (see below) by contacting financeoffice@heathfieldcc.co.uk.

Current legislation requires an 'opt in' arrangement and therefore we require you to give consent below even if your child will only occasionally use our catering facilities. The thumb image taken is a short string of encrypted numbers; it is **not** an actual finger print and no images are seen. The encryption information is kept within the College and it is not used for any other purpose.

If you choose not to have your child registered on the biometric system but still want your child to use the catering facilities a five digit pin number will be issued. This number can be used at the till via a numeric pin pad. Please note that it is not possible to pay for any food or drink purchases using cash at the till.

By making someone a priority contact 1 or 2 on this Admission Form, you are giving consent for that individual to view, in the School Gateway, any cashless transactions and details of any potential transactions, eg for trips, being offered by the College.

Items or events requiring parental permission can only be paid for by a person with legal parental responsibility.

If you do not wish anyone other than a parent to make payments for any item listed on the School Gateway account, please set those persons as priority 3 onwards.

Monies must be credited to your child's account before any purchases can be made, please ensure you top up the account prior to 10:00am to guarantee that purchases can be made that same day. You can do this by using our internet payment provider (School Gateway) and, in exceptional circumstances only, by cheque or cash to the College Finance Office.

Students in receipt of Free School Meals will have the funds credited automatically to their account.

This is only a brief overview but if you have any queries please feel free to contact the Finance Office, by email financeoffice@heathfieldcc.co.uk or by telephone 01435 866066, who will be happy to help with any questions you may have.

Please see below FAQs.

BIOMETRIC CASHLESS SCHOOL MEAL SERVICE

Student's Name:

Maximum daily limit required (if different to the global amount of £5.00): £

I/We give consent for my/our child to be registered on the Biometric system

I/We **DO NOT** give consent for my/our child to be registered on the Biometric system

Signed: Date:

Frequently Asked Questions

BIOMETRIC CASHLESS SCHOOL MEAL SERVICE

Heathfield Community College working with 

Q. Do you store fingerprint images?

A. No, fingerprint 'images' are not stored in our system, pupil data is also only stored on the software which is resident on the premises and not on a cloud server.

Q. Can anyone see a fingerprint image?

A. No, fingerprint 'images' are not seen. When a finger is registered fifty points are scanned which is then converted into a unique number it is impossible to reverse engineer this unique number to an image.

Q. How do we purchase goods?

A. Simply place your finger on the scanner, your Biometric Pattern is scanned and then converted to your account number, which is then debited.

Q. How do we know the correct account number is being debited?

A. The name and/or photo of the student appear on the terminal screen confirming the identity to you and the operator. The account numbers are unique.

Q. How can I check my account balance?

A. The balance available is displayed on a customer screen at each transaction. Account balances will also be available on the Internet Payment Site

Q. What if I am entitled to Free School Meals?

A. The system works exactly the same for all students whether they pay or have a free school meal. There will no longer be a free school meal ticket. If required, parents can add extra cash to enable a greater daily spend.

Q. Is there a limit to how much can be spent in one day?

A. Yes there is a global maximum spend per day of £5.00 and parents can also request individual daily limits if required by contacting the College.

More information about the use of Biometrics in Colleges can be found in the Department of Education guidance document, Protection of Biometric Information of Children in Schools, which can be found on our [website under Parents/Policies](#).