



PARTNERSHIP LEARNING  
**RIVERSIDE SCHOOL**

Excellence for All



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Dear Parents and Carers,

I am writing to inform you of the new payment arrangements in our school canteen. In order to ensure maximum efficiency when taking payment for food and drinks we are introducing a cashless system using biometrics for payment at the tills. This means that instead of paying by card your child simply places their finger onto the scanner and their ID will be verified. The information held is NOT a fingerprint. Money will then be taken from ParentPay which you will be able to top-up online or at a PayPoint at your local shop. If your child is entitled to Free School Meals their allocation will automatically be credited to their account every day.

There are many advantages to the biometric system:

- a finger, unlike a card cannot be lost, mislaid or stolen. This means that you can be sure the money you allocate to your child is safe;
- students cannot use one another's account; and
- a faster service will reduce queues and enable students to have longer free time at break.

On the back of this letter is a consent form for you to sign and return to the school by 19<sup>th</sup> September 2017. If you do not wish your child's biometric information to be used by the school you must object in writing to me and arrange for the purchase of a card for £5. Students without a signed consent form or letter of objection will go to the back of the queue for canteen service.

Yours sincerely,

Mr A. Roberts

Headteacher



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**The Biometric System at Riverside School**

The biometric system is an automated recognition of information held on your child, this is **NOT** your child's fingerprint but a series of numbers created from your child's finger. No image of a fingerprint is ever saved, only a series of numbers (a binary code), which is used for verification. You should note that the law places specific requirements on schools when using personal information, such as biometric information, about students:

- (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)
- (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.

Please sign, date and return the consent form to the school. Please note that when your child leaves the school, or if for some other reason they cease to use the biometric system, their biometric data will be securely deleted.

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Having read guidance provided by Riverside School, I give consent to use biometric information from:

Name of child.....

by Riverside School for use as part of an automated recognition system for payment in the canteen and to borrow library books.

Name of Parent/Carer: .....

Signature: ..... Date: .....

Please return this form to Student Services