

18th November 2009

Dear Parent/Carer

We are pleased to announce that we are installing a new cashless biometric system for the catering service at Ladybridge High School, so that we can continue to supply healthy and enjoyable meals at the lowest cost. We are sure you will appreciate the advantages the new system will offer to parents and students of the school.

The system will start in operation on Monday 4th January 2010. Whilst students can still bring in cash to top up on the new system we would encourage payment by cheque, either weekly, monthly or termly, for your convenience and to assist us in our administration of the service. Cheques should be made payable to Ladybridge High School and can be handed in at Student Reception. Please write the name of the student and their learning group clearly on the reverse of each cheque.

There are many advantages of the new system but mainly, for your child, queuing times will be greatly reduced through increased speed of service.

Students will be informed of and given training on how to use the system, which involves placing their finger onto a reader. Support will always be available for any student who finds the system difficult to understand.

If a student forgets to bring in money for their dinner then we will allow that student to borrow money for that day. The student would be expected to return that money on the next school day to repay the loan and re-credit the system. School will not be able to lend a second time unless the first loan is repaid.

If your child is entitled to a free school meal this will be entered onto the system electronically and the free school meal allowance will only be available to spend at lunch time. This amount if not spent will not roll over to the next day. The student will be able to add extra cash onto the system by using the revaluation stations if they wish to purchase food at morning break.

There is a daily 'spend limit' of £4.00 programmed into the system but this can be increased or decreased for an individual student by making a written request to the school kitchen.

The school will continue to serve healthy food to our students but the new system can also record points for a balanced, healthy and nutritious school dinner. The new system will also be able to monitor if your child has certain medical conditions, i.e. a specific food allergy or is a diabetic. This information can be programmed into the system which will prevent foods being served which would affect the student.

The school will still be able to provide reports detailing the amounts paid into your child's account, the amounts your child has spent and what food your child has purchased.

Data Handling

Certain data will be held on the system to enable accurate operation. This will include your child's name, learning group, photograph, and account balance and meal entitlement. It will also record dietary requirements, please inform the school office in writing if you wish this information to be added to your child's account. This data will be handled under the guidelines of the data protection act and can only be used by parties directly involved with the implementation of the system. If you have any concerns or questions please contact Mrs Sixsmith, Office Manager on 01204 333355, who will be able to answer your queries. Further information can also be found on the Ladybridge High School website.

Yours faithfully

Mrs H D'Arcy

Headteacher