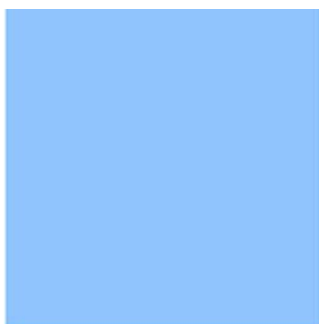




Saffron Walden County High School

INTRODUCING THE NEW CASHLESS SCHOOL MEALS SYSTEM FOR PARENTS AND STUDENTS



SAFFRON WALDEN COUNTY HIGH SCHOOL

Dear Parent/Carer,

We are pleased to announce that we are installing a new cashless system for the catering service at Saffron Walden County High School. Our desire is to continue to provide and improve on the quality of the school meal service at your school. Cashless Catering works by a system of on-line payments into an individual account for each student. Students then 'buy' their meals from this account by means of a biometric fingertip image. Students, parents and staff can rest assure that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint; only the numbers remain and these cannot be reinterpreted back into a fingerprint image. More details on both aspects of the system are enclosed in this information pack.

We are sure you will appreciate the advantages the new system will now offer the parents and students of the school. Also the system will also enable us to deliver a more efficient, faster service and to continue to provide wholesome, healthy, and enjoyable meals at the lowest cost.

The system will start in operation on **Tuesday 2nd November 2010**. From this day no cash be can be accepted at the food counter 'Till Point'.



For your convenience and to assist us in our administration of the service, an online method of payment will be introduced through a company called WisePay. You can set up and use your online WisePay account by clicking on the WisePay link on the school website. Details of how to log-in and access your WisePay account will be issued to you shortly.

Any amount of money can be paid into your account held within the system, money spent on food will be taken out of the system and you can always check by using the revaluation terminal to see how much you have left.

The school is also able to provide you with a report detailing each item of food served, each credit made to the system, for any time period and show a current balance.

There is a daily 'spend limit' programmed into the system of **£5.00**, this can be increased or decreased for an individual student either online, or by making a written request to the school kitchen.

However, should you wish your child to continue to bring 'dinner money' to school, the facility for accepting cash payments for the day or a number of days will still available.

The system goes live on the

Tuesday 2nd November 2010

I do hope you will welcome this exciting new initiative, but there is any reason why you do not wish your child to be part of this new system, please contact me on 01799 513030.

Hilary Goldsmith
School Business Manager

AUDLEY END ROAD
SAFFRON WALDEN
ESSEX CB11 4UH

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What is a Cashless System?

At the heart of the cashless system there is a computer controlled by I.M.P.A.C.T. - Software. This allows the system to recognise each individual student, hold individual cash balances, record cash spent and cash received record where money is spent, on what food, on any specific date and time of day.

How are students recognised by the system?

Each student will have their fingerprint registered which will then be translated to an Alpha Numeric number, the image is then discarded, when used this will then enter them into the system program and identify them by a number.

How is this then used to obtain a school meal?

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

How is money entered into the system?

- (a) Payment can be made online by following the WisePay link on the school's website. Payments can cover any period. i.e. Term - 1/2 Term - Month or Week - Or a fixed monetary amount of your own choice. - A Post box to receive payments will be located in the school.
- (b) Two revaluation units (post boxes) will also be located in the school for the receipt of payments by cheque or cash. These revaluation units are set to accept £2 - £1 - 50p - 20p - 10p coins. (1p – 2p – 5p coins, cannot be used)

*****NB*****

To enable the Finance Office to identify the student account in which to place any payment by cheque or cash - write the 'Full Name and Class group' of the student on the back of the cheque or on the envelope in which cash notes are placed). If the payment is to be shared between two students, identify both with full name and class group.

Please make any cheques payable to 'SWCHS Public Fund'

How does the revaluation station work?

Firstly the student places their finger on the scanner mounted on the Revaluation Station to enter the I.M.P.A.C.T system which will display the students name and current cash balance held within the system.

The second stage coins are inserted into the slot. Each incremental cash balance will show on the display. Press the red button is to tell the system that the transaction is completed.

How will the student be able to check what the current cash balance is held in the system at any one time?

- (a) By using the revaluation station. Place their finger on the scanner to display the current cash balance. There is no need to deposit any money, just press the red button to finish.

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- (b) Also a Remote Display at the point of sale will show the new cash balance when the food service is finished.

If we pay for a set number of school meals, can it be spent in one day?

No, a daily spend limit of £ 5.00 will be set for all students and no food above that limit can be bought. On request, an individual student limit of your choice could also be set, to include a school dinner and break time snacks. Parents can arrange this through the Catering Office, or directly, through their online Wisepay account.

What if the student does not hold a sufficient cash balance one day to pay for a school dinner?

As before, no student is refused a school dinner because they have not brought their dinner money to school with them. The school will allow for the student to loan money for one day. However, just as before, the student/parent would be expected make an online payment the same day to repay the loan, or to bring some money with them the next day and re-credit the system by using the revaluation station or by cheque or cash payment.

What about students entitled to a 'free school meal'?

The system works exactly the same for all students whether they pay or have a free school meal. All students have their own account to use in exactly the same way.

The amount allocated for the free school meal will be entered into the system by the software daily and will only be accessible at dinner break.

The system will then allow on a daily basis the required cash amount for each individual student to be allotted to their current cash balance. However, any under spend or missed dinner will be identified by the system and will not be added to the next day's balance.

The student can also add extra cash on to his or her balance in the system by using the revaluation station, to enable a greater daily spend on the school dinner than allocated by their free meal allowance. As this allowance can only be spent on a school dinner, extra cash added into the system can also be used for break time snacks.

There will be no more queuing to be issued a 'free meal' tickets or having the students name entered into the 'free meal' register at the till point.

How will 'healthy eating' be encouraged?

After the new system has been operating for a while, we hope to enhance the school's 'healthy eating policy'. When the food is selected on the canteen server's keypad, it will also register points for a balanced, healthy and nutritious school dinner. At the end of the term the top scoring students will be identified and the winner receives an award.

What is meant by 'dietary control'?

Should the student have a specific food allergy, or be a diagnosed diabetic, this medical information can be coded into the system, preventing foods with allergy ingredients from being served to a particular student, by automatically locking out relevant buttons on the keyboard.

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Will students have problems in using this system?

Some students may find it difficult to control their accounts for the first couple of weeks, but because of a daily spend limit, most learn this important life skill very quickly and will enjoy being in control of their account.

Will we be able to have any information on how the system is being used?

Reports can be obtained from the system giving comprehensive information on all aspects of use for each individual student as well as each day's service. These reports can be for a specific day or between any dates you wish, they will be dated and timed to the minute, and can be obtained from the Catering Department.

- (a) To show every item of food served and the total cost of each serving.
- (b) Individual payments made direct to the school by cheque or cash and manually entered into the system.
- (c) Each payment made by cash at the revaluation station by the student and if required, even the number of individual coins and the denomination.
- (d) A total overview to show the date, time and location with cost of each purchase value of all manual cheque or cash payments, value of all cash deposited in the revaluation station and current cash balance

Data Handling

Certain data will be held on the system to enable accurate operation. This will include your child's name, class, photo, account balance and meal entitlement. This data will be handled under the guidelines of the data protection act and only used by parties directly involved with the implementation of the system. If you have any concerns please contact the School Business Manager.

Main Benefits

- * Convenient way of paying for school meals. No more looking for change every morning.
- * Discourages the misuse of school dinner money through spending in shops outside of the school grounds.
- * Alleviates many of the associated problems with the use of cash in schools. i.e.: Loss, theft and bullying.
- * Specific food allergy ingredients can be barred automatically.
- * Healthy eating is encouraged.
- * Queuing times are reduced through increased speed of service.
- * Automatic free meal allocation with the student remaining anonymous.
- * Detailed reports to analyse all aspects of the use of the system.
- * Having control of student accounts by students using the I.M.P.A.C.T. System teaches important life skills.
- * A more efficient delivery of service helps the caterer to provide wholesome, healthy and enjoyable school meals at a low cost .