



St Bede's

Catholic School
& Sixth Form College

CASHLESS CATERING POLICY

Governing Body Approval: Finance and Buildings Committee	
Name:	Signature:
Date: November 2019	
Review Date: Autumn Term 2020	

Introduction

St Bede's Catholic School & Sixth Form College operates a cashless catering biometric system. This system allows us to continue with the development of the school meal service, and provides us with a more efficient, faster and ultimately better quality of service. This system incorporates the latest technology and eliminates the need for students to carry cash throughout the day.

An account has been set up for every student and basic information i.e. photograph, name, form and date of birth is stored on a central database. This information also includes a unique reference code, drawn from your child's scanned fingerprint image, which will be used at the revaluation pay points and at the tills. With regard to this development, the school is subject to the terms and conditions of the General Data Protection Regulation.

As a reassurance to parents, the software we use involves a low resolution fingerprint scan. The data is then stored as an encrypted algorithm in number format: it is not a picture of the fingerprint, the data cannot be read by another system, nor is it transferable to any other database.

Catering Facilities

There are two food outlets at St Bede's Catholic School & Sixth Form College, the larger being the whole school servery, followed by a dedicated servery located in the Sixth Form, used only by Sixth Form students and staff.

Both provide a variety of hot and cold meals/snacks, available for purchase at breakfast, break and lunchtime. A menu and price list can be found on our website – <https://www.stbedes.durham.sch.uk/lunch-menus>

Payment Options

Any amount of money can be paid into a student's account, and any money spent on food and drink will be deducted on a daily basis.

We have three payment options available to you:

- 1) online payments via the School Gateway website www.schoolgateway.com (online payments are set as a minimum of £10 top up);
- 2) payments via the SchoolGateway app, which can be downloaded onto your smart phone via the app store (online payments are set as a minimum of £10 top up); or
- 3) coin and note payments at the revaluation pay-point within the school. All payment options are explained within the FAQ's attached.

A daily 'spend limit' can be set onto your child's account, to help control spending. This can be increased or decreased for an individual student by making a request to Mrs A. Armin, Office Manager. (Tel: 01207 520424) or by sending a message via the SchoolGateway app.

Through the use of the SchoolGateway app, parents can view the live balance on their child's account and see what has been purchased on a daily basis.

Cash at the Revaluation Units

The revaluation unit is located near the library. Which can be used to top up cashless accounts by the student/member of staff by placing their finger/thumb on the sensor or by entering their allocated 4-digit PIN Code followed by inserting the accepted tender: £20, £10, £5 notes, £2, £1, 50p, 20p, 10p coins. (Please note – costs with the denomination of under 10p are not accepted.) There are two balance checking machines on the ground floor of the Sixth Form and in the corridor leading to the dining hall to allow students to quickly check their lunch balance.

Free School Meals

The Cashless Catering System will, on a daily basis, automatically allocate the appropriate accounts with the free school meal amounts. Students with FSM entitlement remain anonymous at all times, as all account types are accessed in the exact same manner, regardless of whether paid for or not. Please note that any monies not spent from the daily free meal allocation will not be carried over to the next day.

The value of a free school meal for the 2019/2020 academic year is £2.30.

Accounts without credit

As a school we do not want to be in a position where a student is unable to purchase a meal. **The onus is therefore placed upon the student to check his/her account on a daily basis, in order to ensure that there is enough money in the account to remain in credit.** This can be done at the revaluation machine, balance checking machines or by asking one of the till operators.

Only in exceptional circumstances and with the authorisation of a Welfare and Development Manager, will student accounts be allowed to overspend. In this instance, students must ask for a meal voucher which will enable them to purchase a meal to the value of £2.30, however any spend will be debited from the student's account.

Parents will be contacted if their child's accounts have a negative balance.

Consent

As per current GDPR legislation we will be operating an 'Opt in' policy and therefore require you to complete the biometrics consent form. If you choose not to have your child registered on the Biometric System a 4-digit PIN code will be allocated. Please note that PIN codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.

Review

The Governing Body reserve the right to review the policy and procedures in respect of cashless catering in light of any further issues that may arise.