21st October 2013

Dear Parents/Carers

**RE: CASHLESS SYSTEM**

We would like to invite you to a Parents’ Information Evening to be held in the school hall on Monday, 11th November at 6.30 pm during which we will introduce the new cashless catering system that Walton High school intends to install in December 2013. The new system will allow us to continue with the development of the school meal service and will provide us with a more efficient, faster and ultimately better quality of service.

The system incorporates the latest technology and eliminates the need for pupils to carry cash throughout the day thus reducing the risk of bullying. It is also biometric (see FAQs) so there is no need for pupils to carry a card as the system will recognise the thumb of your child at the tills.

**We will commence operating the system on Monday 2nd December 2013 and as such no cash will be accepted at the Till Points after this date.**

All students and staff will be given training on how to use the system.

Any amount of money can be paid into a pupil’s account, and any money spent on food & drink will be deducted on a daily basis. We have two payment options available to you – **online payments and by cheque.** All payment options are explained within the FAQ’s attached. A daily ‘spend limit’ of **£5.00** will be programmed into the system. This can be increased or decreased for an individual student by making a written request to the Catering Manager of Walton High School.

As per current legislation we will be operating an ‘Opt In’ policy and therefore **require you to complete the attached form and return to your child’s tutor as soon as possible.** 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.

The attached information should answer any questions you may have but if this is not the case we will be delighted to go into further detail and resolve any outstanding issues at the parents’ information evening on Monday 11th November.

Yours sincerely

**Mr N Finlay**

**HEADTEACHER**  Enclosures