



Bishop Wordsworth's School

Exeter Street, Salisbury, Wiltshire SP1 2ED

Telephone: 01722 333851

Fax: 01722 325899

E-mail: admin@bws.wilts.sch.uk

Website: www.bws-school.org.uk

Head Master: Dr S D Smallwood BSc (Hons) PhD NPQH

25 May 2017

Dear Parent/Guardian

We are pleased to announce that Bishop Wordsworth's School is installing a cashless catering system in July 2017. The new system will enable us to improve our school meal service, providing us with a more efficient, faster, and ultimately better quality of service.

This system incorporates the latest technology which eliminates the need for pupils to carry cash throughout the day and reduces an administrative headache for parents. The system relies on pupils' biometric data (see FAQ's) so there is no need for pupils to carry a card as the system will recognise the thumb of your son at the tills and at the revaluation unit (which converts cash to credit).

We will commence operating the system on Monday 3 July 2017 and will not be able to accept cash at the tills after this date. All pupils and staff will be given training on how to use the system.

Any amount of money can be paid into a pupil's account (to 'top it up'), and expenditure on food and drink will be deducted from the account on a daily basis. There are two payment options available to you – online payments via www.scopay.com and coin and note payments at the revaluation pay-point. All payment options are explained within the FAQ's attached.

In line with current legislation we will be operating an 'Opt In' policy so require you to complete the attached form. If you choose not to have your child registered on the Biometric System a 4 digit PIN code will be allocated (please rest assured the biometric data is safe and compliant with the Data Protection Act – further detail is provided in the attached parents' information pack). Please note that PIN codes do not have the same level of security and it will be your son's responsibility to remember the code and keep it secure at all times.

Please complete and sign the enclosed consent form below and return to Mrs Sarah Hayward sah@bws.wilts.sch.uk (an express email from your known email address will also suffice) by no later than **Monday 5 June 2017**. No pupil will be allowed to register without parental consent.

The attached parents' information pack, provided by the supplier, Nationwide Retail Systems, includes information on biometric registration and Frequently Asked Questions (FAQs) which should answer any queries you may have.

Yours faithfully

Justin Moore
Bursar

Enclosure:

1. Consent Form
2. Parents' Information Pack



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To: Bishop Wordsworth's School

I/We confirm that we wish our son / sons TO BE/NOT TO BE (please delete where applicable) registered on the school's Biometric Cashless Catering System with immediate effect.

I understand that I/we may withdraw my son's registration at any time in writing.

Child's Name	Form Name/Number	Relationship to Child
Name of Parent and/or Guardian	Signature	Date

Please return this form to Mrs Sarah Hayward, Student Information Officer, Bishop Wordsworth's School, Exeter Street, Salisbury, SP1 2ED or by email to sah@bws.wilts.sch.uk