Gillian Coffey OBE
Executive Headteacher and CEO

Dear Parent/Carer,

We are pleased to announce that we have installed an improvement to the cashless catering system in April 2018. 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.

This system incorporates the latest technology and eliminates the need for pupils to remember to bring their sQuid card. It is a biometric system that will recognise the thumb of your child at the tills.

All other elements of the sQuid cashless system will remain the same with two purses appearing on your home page; one for lunches and one for trips. 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.

As per current legislation we will be operating an 'Opt In' policy and therefore 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 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 information attached should answer any questions that you may have.

Yours sincerely

Mrs G. Coffey (OBE)

Executive Headteacher and CEO

Lynch Hill Enterprise Academy I Stoke Road I Slough I Berkshire I SL2 5AY
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Email: office@lhea.org.uk I **Web**: www.lhea.org.uk
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Registration number 07703829 I Lynch Hill Enterprise Academy is an entity of the Learning Alliance Academy Trust, a charitable company limited by guarantee and registered in England and Wales.
VAT No: 118 9961 72

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What is a biometric algorithm?

Biometric is simply a method of identifying an individual person. A scan reads between 50 and 130 points on the finger/thumb. It is not a fingerprint in any way, shape or form and is of use only in the Cashless System. This means that individual fingerprints are encrypted. The template data is useless and cannot be interpreted back into a usable fingerprint image.

Below is an example of a template code for an individual finger:

0X4177414141425141414144454151414141415141534141414D415A4141414141414174774541414C71
4777346C5869656D6C574945494A764A6B42466D6837616C4E764D704F517874517A706A4A395A3
1784935686C4177395366726E777645576357386C4573314B426F47444316669417067555970704C763
168423642682A7043

The solution is secure because the matching can only be done by the individual's consent as the finger has to be presented to the device for matching. We do not hold images of fingerprints in our system.

The technology provided for this method of identification meets with BECTA guidelines and also allows students the option to opt out of the scheme and use a PIN number instead.

Also under the data protection act the school or caterer (the originator of the data) cannot allow access to this data by anyone for any other means than for the purpose the data was collected and that is to identify an individual in order that they may purchase items in the canteen. Any biometric data that belongs to an individual that leaves the school is purged which also is in line with the BECTA guidelines.

How does a biometric system work?

The information of a pupil or staff member, who has been biometrically registered, is stored on a secure biometric controller within the school, which only your provider, Nationwide Retail Systems, can access with permission from the school. Once an account is credited, the pupil or staff member places their finger/thumb on the EPOS Terminal Biometric Reader, which looks up their account and allows them to purchase items using only this method of identification.

How does my child register on the biometric system?

Registration will take place during the transition day. During this day, registration terminals will be placed in the school. Your child will attend at a requested time and will be required to place their finger/thumb on the Biometric Reader twice to obtain a matching template, which only takes a few

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seconds. If you have chosen to opt-out of this procedure, your child will be presented with a 4 digit PIN code.

How do 'free school meal' entitlements work?

As before, all free school meal entitlements will be entered on to the system prior to the 'live' day. The Cashless Catering System will, on a daily basis, automatically allocate the appropriate accounts with the free school meal amounts. Pupils 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 are not carried over to the next day.

✂ ....

To: **Lynch Hill Enterprise Academy**

I/We confirm that we wish our child _____

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 child's registration at any time in writing.

Parent's Name: _____

Signature: _____

Date: _____

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