

Break and Lunchtime Payment System

The school operates a cashless system for the dining room. Payment must be made for school meals and break time snacks before entering the dining room using ParentPay where possible.

Pupils can also check their balance or make a payment in cash using the biometrics machines in the school reception area. Your child's fingerprint will be scanned and used to access the machines to make payment.

Money is entered into the system

- (a) By ParentPay.
- (b) By cash (notes/coins) into the machines situated in the foyer near reception.
The machines will be available for use from :-
8:00am – 8:45am
11:05am – 11:20am
12:20pm – 1:50pm
After school.
They will not operate during lesson times.

The system works exactly the same for all students whether they pay or have free school meal entitlement. The amount allocated for the free school meal will be entered into the system on a daily basis and can only be used at dinner break. If your child is entitled to free school meals and wishes to purchase snacks at break time, money can be paid into the machines in the foyer.

Online Payments with ParentPay

Netherhall Learning Campus offers a more convenient way to pay for school meals, trips, after school clubs and much more online, using a secure service called ParentPay.

We are working towards no longer accepting cash and cheque payments, making the school a cash-free environment. Parents who need to continue making payments by cash may do so using the Paypoint network at local convenience stores or we will make a computer available in school. Please do not hesitate to ask.

Making secure payments online using your credit or debit card

ParentPay offers you the freedom to make payments whenever and wherever you like, 24 hours a day, 7 days a week – safe in the knowledge that the technology used is of the highest internet security available.

You will have a secure online account, activated using a unique username and password; you will be prompted to change these, and to keep them safe and secure. If you have more than one child at our school, or children at other ParentPay schools, you can create a single account login for all your children.

Making a payment is straightforward and ParentPay holds a payment history for you to view at a later date; no card details are stored in any part of the system. Once you have activated your account you can make online payments straight away.

Using PayPoint

PayPoint payments are recorded by ParentPay and can be seen by logging into your ParentPay account and viewing your payment history online. The nearest PayPoint stores to school are Top Shop and Rawthorpe News on Bradley Mills Road. Please notify the Finance Office if you wish to use the PayPoint facility. A plastic card will be issued to you to make cash payments for school meals at local PayPoint stores. The first card is free of charge; however any, lost or damaged cards will be charged at £2 each. Payments cards take about two weeks to arrive but we can issue a barcode letter as an interim measure.

Trip and activity information letters will carry a unique barcode which will allow you to make cash payments at your local PayPoint store. We hope you will support us in achieving our goal to become a cashless school and reduce the workload on our staff. Your support in using ParentPay will help the school enormously, thank you.

You will require a unique ParentPay Account activation letter to activate your account which will be issued by the school office when your child starts with us.

For further information on ParentPay please see the FAQs below or visit www.parentpay.com.

ParentPay FAQs

- **When can I log in to my account?**
Once you have received your activation letter from school with your activation login details you will be able to activate your account and start making payments. This letter will be sent to you soon by your school.
- **Which cards can I use?**
ParentPay accepts MasterCard, Visa and American Express credit cards, and Maestro, Switch, Delta, Electron, Solo and Visa Debit Cards. Some schools may limit the use of credit cards for some transactions; you will be informed by the school directly of any such restrictions.
- **Is it safe to make payments on the internet?**
Yes. ParentPay uses leading technology to process your card transactions securely. All communication with the bank is encrypted and neither ParentPay nor the school have access to your card details.
- **How can I check that it's secure?**
Standard website addresses begin with *http*: the address for a secure site will always begin with *https*. You will also see a padlock at the bottom/top right of the screen on our login page and after you have logged into your account; never enter your card details or personal data on any web page whose address does not start *https*.
- **What about our personal information?**
ParentPay holds a very limited amount of information about you and your child solely for the purpose of administering your account however; ParentPay does not use your personal information other than for supporting the school. We do not share or give information to any other organisations. We operate under strict guidelines set out by the Data Protection Act 1998.
ParentPay will NEVER contact you by phone, email or mail and ask you to divulge confidential information like passwords or card numbers. If you are ever contacted by someone claiming to be from ParentPay, please contact us immediately on 02476 994 820.
- **I do not have a home PC so how can I use ParentPay?**
Why not visit your local library, internet café or see if you can get access to a computer at work. ParentPay can also be accessed on smart phones or tablets.

For more information please visit www.parentpay.com

NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION

Netherhall Learning Campus High School wishes to use information about your child as part of an automated (i.e. electronically-operated) recognition system. This is for the purposes of break and lunch time catering. The information from your child that we wish to use is referred to as 'biometric information' (see next paragraph). Under the Protection of Freedoms Act 2012 (sections 26 to 28), we are required to notify each parent of a child and obtain the written consent of at least one parent before being able to use a child's biometric information for an automated system.

Biometric information and how it will be used

Biometric information is information about a person's physical or behavioural characteristics that can be used to identify them, for example, information from their fingerprint. The school would like to take and use information from your child's fingerprint and use this information for the purpose of providing your child with access to the catering system in school.

The information will be used as part of an automated biometric recognition system. This system will take measurements of your child's fingerprint and convert these measurements into a template to be stored on the system. An image of your child's fingerprint is not stored. The template (i.e. measurements taken from your child's fingerprint) is what will be used to permit your child to access services.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- (a) the school -cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);
- (b) the school must ensure that the information is stored securely;
- (c) the school must tell you what it intends to do with the information;
- (d) unless the law allows it, the school cannot disclose personal information to another person/body – you should note that the only person/body that the school wishes to share the information with is Nationwide – supplier of the Biometric system. This is necessary for ongoing maintenance of the system.

Providing your consent/objecting

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent is required. However, consent given by one parent will be overridden if the other parent objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use his/her biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that, if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent must be in writing. Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. We would appreciate it if you could discuss this with your child and explain to them that they can object to this if they wish.

The school is also happy to answer any questions you or your child may have.

If you do not wish your child's biometric information to be processed by the school or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system for purchasing food and drinks at break and lunchtime.

If you give consent to the processing of your child's biometric information, please sign and date the consent section on the school admission form.

Please note that when your child leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be securely deleted.

Further information and guidance This can be found via the following links:

Department for Education's 'Protection of Biometric Information of Children in Schools –

Advice for proprietors, governing bodies, head teachers, principals and school staff:

<http://www.education.gov.uk/schools/adminandfinance/schooladmin>

ICO guide to data protection for organisations:

http://www.ico.gov.uk/for_organisations/data_protection/the_guide.aspx

ICO guidance on data protection for education establishments:

http://www.ico.gov.uk/for_organisations/sector_guides/education.aspx 16