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HEADLANDS SCHOOL
SINCE 1965

7 September 2022

Dear Parent/Carer

We are pleased to announce that our catering provider is now in a position to offer a cashless payment system in the school canteens.

This means that you will pay for your child's school meals through the Scopay app, in the same way that you pay for school events, trips etc. Your child will not have to carry cash, as they will have an account that you top up on Scopay. Our canteens will not be able to accept cash after we 'go live' with the new system on Tuesday 13 September 2022.

Any problems you may have with topping up online can be resolved by our finance team who will take the cash you wish to add to the system and top up for you.

Children entitled to free school meals will have their account automatically topped up, they will still use their fingerprint to update the system, meaning all our students will be using the same system to account for meals taken. Children entitled to free school meals will no longer need a sticker or to show their planner for their meal.

We know some students currently prefer not to take a free school meal due to it not being an anonymous system, the new biometric system will remove that and we hope this will mean that more of our students who are entitled to have a free school meal will now take the opportunity to receive a meal from school. This will be able to be used at both break and lunch times.

All we need is your child's fingerprint, which is also known as biometric recognition, this data capture will take place on Friday 9 September 2022. Our 'go live' date is Tuesday 13 September 2022, with work being completed in the background from 7 September 2022. You will receive a notification from Scopay when the system has been set up and you can begin topping up your account.

Another advantage of this new system will be that you can access your child's account and view what purchases they have made, this may help you support your child in making healthy choices at break and lunch.

To consent for your child/children to participate in the use of biometric recognition systems within the school, please complete the Google Form link: https://forms.gle/pqxuTwzyshSFSHwL6

Please read the FAQs below for further information.

Why are you using biometric recognition?
Biometric recognition converts physical characteristics into a unique digital signature that can be used to quickly and securely locate your child's cashless catering account. This helps speed up service and eliminates the requirement to carry cash or an alternative method of access, such as a card that can be lost or stolen.

How does it work?
When the child places their finger on the scanner, the software reads key features (unique patterns on a fingerprint) and compares this against the database of registered users. When it finds a match

it automatically opens their cashless catering account allowing the operator to complete the sale of their school meals.

Can these biometrics registrations be used by any other agency?
No, the software turns your child's physical characteristics into an encrypted (using AES 256) string of characters known as a template (no fingerprint image is ever stored). Even if someone were to be able to gain access to the data and break the encryption, this template does not contain enough information to reverse engineer into a usable fingerprint.

What happens when my child leaves the School?
When a student leaves school all data can be deleted very easily.

I don't wish to give permission for my child to participate with biometric recognition, can my child still purchase school meals?
Whilst this is rare, yes. Your child will be issued with a PIN number instead. Also, if you have any difficulty topping up your Scopay account online our finance team will take your cash and top up for you.

What if I change my mind?
If you initially opt-in for your child to use biometric recognition but later change your mind, contact the school and we will remove the permission from the system which will automatically remove any biometric data associated with your child and provide your child with an alternative method of authentication.

If you have not downloaded the Scopay app and need support with this or have any other concerns, please contact one of our Pastoral Managers Miss Massey or Mrs Douthwaite via the admin email address - admin@headlandsschool.co.uk who will support you with this.

You will be able to top-up your child's account via Scopay shortly, please look out for an email in the coming days to confirm when this will be available. We need your consent most importantly then we will do the rest!

Google Form link for consent: https://forms.gle/pqxuTwzyshSFSHwL6

Yours sincerely

Mrs A Stamford
Head of School

:PRIDE :ASPIRE :RESPECT