HOLBROOK ACADEMY

Headteacher: Thomas Maltby BA (Hons), MA, NPQH
Deputy Headteacher: George Anstee-Parry

PERMISSION FOR CASHLESS CATERING SYSTEM (2023/2024)

This system offers a number of benefits. These include removing the need for students to bring cash into school, avoiding the risk of it being lost or spent on other things. Parents have the option of limiting their child's daily spend and enables them to 'top-up' students' accounts online.

The system requires students to place their fingertip on a scanner to make a payment for their food. This is their 'digital signature'. This 'signature' is stored and the system's software encrypts it into a set of letters and numbers which is hosted on our own school server.

We use a secure on-line payment system called **'School Gateway'** where your child's Cashless Catering account will be available to accept payments. The account can be topped up using a debit card, credit card or direct transfer and the balance, together with information about the items students have purchased, can be viewed at any time.

If you still require further information please email our Finance Manager, Mr Steve Hayes, steve.hayes@holbrookacademy.org

Legislation requires permission to use this technology, so please would you complete this paperwork prior to your child starting at the Academy. We have included the option of a 'PIN' number rather than fingerprint although the fingerprint is our preference as 'PIN' numbers can be misused.

Please complete and return the permission slip to the Academy office.

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PERMISSION SLIP

Name of Student ………………………….……….……….……...…   Year …………………

☐ I give authorisation for Holbrook Academy to obtain biometric information from my daughter/son to be stored for no other use than for the Academy's administration systems. Such biometric information will be disposed of when the student leaves the school and images will be stored as data points and not as fingerprint images.

☐ Please supply a 'PIN' number for my daughter/son to use instead of using their fingertip on the scanner.

☐ My daughter/son will not be purchasing food from the canteen.

Signed: ………………………….……….……..…….. Parent/Carer   Date…………………….…

HOW TO LOAD SCHOOL GATEWAY

Download the app: If you have a smartphone, please download School Gateway from your app store (Android and iPhone). The app shows the same information as the website plus you can send app messages to the school for free.

Or

Visit the website: www.schoolgateway.com or use the link to School Gateway that can be found on the Home page of the Academy website under 'Quick Links'. Click on 'New User', you will then have to enter your email address and mobile phone number. Please note these need to be the same email address and mobile number that the school holds on the student data sheet. You will almost immediately receive a text message with a PIN number. Once received the system will move you to the tab for 'existing user', again enter the email address and PIN.

If you are having trouble logging in, it may be because the school does not have your current email and mobile phone number on record. Please contact the Academy office and we will update the details on our system.