

CASHLESS SCHOOL MEALS SYSTEM & ONLINE PAYMENTS FOR PARENTS AND PUPILS 2021-22



July 2021

Dear Parents

Cashless Catering and Online Payments

If you already have a pupil in school you will know that St Bede's operates a cashless system (card) for the catering service that is run in conjunction with our current online payments facility for schools trips etc. Though, your child can still pay for trips by cash or cheque and top up their card by either putting cash in the top-up machine in school or by sending in a cheque.

Enclosed with this letter is an explanation about how cashless catering works. Further information and instructions on how to login to the Scopay website where your child's account can be set up and funds allocated will be sent out over the summer holidays. Scopay provides parents with a secure online account, activated using a unique username and password; making a payment using your credit or debit card is straightforward and Scopay holds an electronic record of all payments for you to view at a later date. When you make a payment, an email confirmation is sent to you, giving you reassurance that the transaction has been successful.

The system allows you to make payments to our school using the Internet, plus you will be able to view your child's purchasing history from the school catering service.

There will be a daily "spend limit" of £5 programmed into the system (for catering only) which can be increased or decreased for an individual student by making a written request to the cafeteria. We are asking if you could 'top up' your child's account with a minimum of £20 as the norm. This is to prevent bank charges rising to unsustainable levels. Of course we understand that this may not always be possible and the minimum top up is £5. Please can you make any top-ups by the night before to ensure that there is sufficient balance on your child's account for the next school day? You will be able to obtain an on-line balance and a report detailing each item of food purchased and each credit made to the system for any time period.

The system is easy to use and will offer you the freedom to make online 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 and that funds will reach school safely.

Yours sincerely



Mr D J Callaghan

Headteacher

Pupils Introduction to the Cunninghams Impact Cashless System.

Information - **M**anagement for - **P**oint of sale - **A**ccess and - **C**ashless - **T**racking

Catering Staff Objectives To serve pupils healthy food as quickly as possible.

A more efficient delivery of the service helps the caterers provide wholesome, healthy and enjoyable school meals at the lowest cost.

School Objectives To ensure all pupils are served healthy food within the stipulated time.

To solve the administrative problems associated with the 'Free meal' ticket distribution.

Pupils Objectives Automatic free meal allocation with the anonymity this allows.

To alleviate many of the associated problem with the use of cash within the school, through loss, theft or bullying.

Convenience of paying for school meals – No more looking for change every morning.

To help reduce queuing times through increased speed of service.

Specific food allergy ingredients can be bared automatically.

To enjoy the fun of 'healthy eating' with awards.

To acquire important life skills by being responsible for your own account.

Main Benefits

- * Convenient way of paying for school meals. No more looking for change every morning.
- * Discourages the misuse of school dinner money through spending in shops outside of the school grounds.
- * Alleviates many of the associated problems with the use of cash in schools. i.e.: Loss, theft and bullying.
- * Specific food allergy ingredients can be barred automatically.
- * Healthy eating is encouraged.
- * Queuing times are reduced through increased speed of service.
- * Automatic free meal allocation with the pupil remaining anonymous.
- * Detailed reports to analyse all aspects of the use of the system.
- * Having control of pupil accounts by pupils using the I.M.P.A.C.T. System teaches important life skills.
- * A more efficient delivery of service helps the caterer to provide wholesome, healthy and enjoyable school meals at a low cost.

What is a Cashless System?

At the heart of the cashless system there is a computer controlled by I.M.P.A.C.T. - Software. This allows the system to recognise each individual pupil, hold individual cash balances, record cash spent and cash received record where money is spent, on what food, on any specific date and time of day.

How is this then used to obtain a school meal?

The Pupil simply swipes their card on the reader at the point of sale; a display will show the server the pupil's name, class and current cash balance held within the system. The selected food items will be entered into the system from an itemised keyboard while the amount spent and the new cash balance will show on the display.

How is money entered into the system?

- (a) By Online Payments (If available) a parent / Guardian would 'log-on' using a secure user name & password to 'top-up' their child's account online using the internet.
- (b) By 'Cheque' payment made to '**St Bede's RC High School**' via the Catering Office to cover any period. i.e. Term - 1/2 Term - Month or Week - Or a fixed monetary amount of your own choice. - **To be handed in to student services first thing in the morning.**

*****NB*****

To enable the catering office, identify the pupil account in which to place any payment by 'Cheque' - Write the 'Full Name and Class group' of the pupil on the back of the cheque or on the envelope in which cash notes are placed).

If the payment is to be shared between two pupils, identify both with full name and class group.

- (c) By 'Cash Coin and Note' into an automatic cash Top-Up terminal located in the school which is set to accept £20 £10 £5 notes £2 - £1 - 50p - 20p - 10p coins. (1p – 2p – 5p coins, cannot be used)

How does the Top-Up station work?

Firstly, the pupil places their card on the scanner mounted on the Top-Up Station to enter the I.M.P.A.C.T system which will display the pupils name and current cash balance held within the system.

The second stage coins are inserted into the slot. Each incremental cash balance will show on the display. Press the silver button is to tell the system that the transaction is completed.

How will the pupil be able to check what the current cash balance is held in the system at any one time?

- (a) By using the Top-Up station. Swipe their card on the reader the current cash balance. There is no need to deposit any money, just press the red button to finish.
- (b) Also a Remote Display at the point of sale will show the new cash balance when the food service is finished.

If we pay for a set number of school meals, can it be spent in one day?

No, a daily spend limit of (£5) (or a selected amount) will be set for all pupils and no food above that limit can be bought. On request, an individual pupil limit of your choice could also be set, to include a school dinner and break time snacks

What if the pupil does not hold a sufficient cash balance one day to pay for a school dinner?

As before, no pupil is refused a school dinner because they have not brought their dinner money to school with them. The school will allow for the pupil to loan money for one day. However, just as before, the pupil would be expected to bring some money with them the next day to repay the loan and re-credit the system by using the Top-Up station or by cheque payment to **'St Bede's RC High School' via Student Services.**

What about pupils entitled to a 'free school meal'?

The system works exactly the same for all pupils whether they pay or have a free school meal. All pupils have their own account to use in exactly the same way. The amount allocated for the free school meal will be entered into the system by the software daily and will only be accessible at dinner break.

The system will then allow on a daily basis the required cash amount for each individual pupil to be allotted to their current cash balance. However, any under spend or missed dinner will be identified by the system and will not be added to the next day's balance.

The pupil can also add extra cash on to his or her balance in the system by using the Top-Up station, to enable a greater daily spend on the school dinner than allocated by their free meal allowance. As this allowance can only be spent on a school dinner, extra cash added into the system can also be used for break time snacks.

There will be no more queuing to be issued a 'free meal' tickets or having the pupils name entered into the 'free meal' register at the till point.

Will pupils have problems in using this system?

Some pupils may find it difficult to control their accounts for the first couple of weeks, but because of a daily spend limit, most learn this important life skill very quickly and will enjoy being in control of their account.

Will we be able to have any information on how the system is being used?

Reports can be obtained from the system giving comprehensive information on all aspects of use for each individual pupil as well as each day's service. These reports can be for a specific day or between any dates you wish, they will be dated and timed to the minute, and can be obtained from the Catering Department.

- (a) To show every item of food served and the total cost of each serving.
- (b) Individual payments made direct to the school by cheque or cash and manually entered into the system.
- (c) Each payment made by cash at the Top-Up station by the pupil and if required, even the number of individual coins and the denomination.
- (d) A total overview to show the date, time and location with cost of each purchase value of all manual cheque or cash payments, value of all cash deposited in the Top-Up station and current cash balance

Data Handling

Certain data will be held on the system to enable accurate operation. This will include your child's name, class, photo, account balance and meal entitlement. This data will be handled under the guidelines of the data protection act and only used by parties directly involved with the implementation of the system. If you have any concerns, please contact the school secretary.