

Dear Parent or Carer

We operate a cashless catering system at Marple Hall School which improves our ability to serve food quickly and efficiently, reduces the amount of cash circulating within the school and makes the process of getting a school lunch easier for students eligible for a Free School Meal. It will also make it more convenient for you as lunches can be paid for in advance, online via School Gateway.

We have the Live Register system in school, which uses the latest biometric technology to scan the student's finger to generate a unique number, this is used in the system to identify your child and allow them to spend money from their cashless account. The fingerprint image is not stored and cannot be used by any other system or in any other way in the school. More details are available on the school website.

Using the Live Register system is a very simple process:

**Step 1**

Registration into the Live Register system; the student's cashless account is set up and their finger scanned to associate the student with their account.

**Step 2**

Cash is loaded onto the student's account either by the parent opening up an online account via School Gateway or by the student putting money into 'cash loaders' inside the school.

**Step 3**

The student chooses their school lunch items and scans a finger at the till; this displays their name, photo and account balance to the till operator who then enters the cost of their food items, deducts the total from the account and the transaction is complete.

**Please complete the tear off strip below and return it to school** to indicate your preference with regard to fingerprint scanning.

We have found the system brings efficiencies and calmness to the school lunch service.

Yours sincerely

Joe Barker  
Headteacher

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I **DO/DO NOT** hereby give consent that my son/daughter can have their finger scanned for registering on the in-school cashless catering.

Student Name: \_\_\_\_\_

Reg. Group: \_\_\_\_\_

Parent's Name: \_\_\_\_\_  
(Print name)

Signed: \_\_\_\_\_  
Date: \_\_\_\_\_

You can change your mind and withdraw your consent at any point in the future by writing to the school.

***Our Community — Our Future***

***A place of excellence where learners are proud of their school and confident of success***



Healthy School



The Marple Hall  
Spirit