

Your Guide to BGN's Cashless Catering



**Balanced
Good Quality
Nutrition**

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Introduction

Please take time to read this booklet as it will give you all the basic information you need to help you & your child to use our Cashless Catering system.

At BGN we have been using a cashless system for our catering service since 2010. This has proved to be very popular with parents and pupils who enjoy the high quality of our school meals.

The Government wants to continue encouraging more children to eat school meals as they recognise the importance and value of this. The cashless system helps to speed up queuing at meal times - one of the reasons why pupils are put off school meals.

Please see page 4 for more details on cashless catering.

Please be advised we do not accept cash or cheques for Dinner Money in school.

The school uses ParentPay as the online provider to enable you to securely upload money at any time to your child's catering account for their school meals.

Please see page 9 for more details on ParentPay.

If you have any questions please email the school on

office.4600@bgn.oxon.sch.uk or call us on
01295 264216

Cashless Catering at Blessed George Napier Catholic School

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 does the pupil obtain a school meal?

The pupil will touch a finger recognition image scanner (using a biometric system) in front of the point of sale touch screen. A display will show the server the pupils 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?

- Accounts are topped up via Parentpay our online facilitator (see page 9)
- Cash only families can pay for school meals with a PayPoint card at PayPoint facilities in local shops/outlets .

Please advise the school office if you need this facility. We will provide you with a PayPoint card, however, there is a charge of £2 for the replacement of lost/damaged cards.

It is the responsibility of parents to ensure sufficient funds are available on lunch account at all times.

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

When the pupil has made a new transaction at the food counter the Display unit will show the new balance. Pupils can also request their account balance at the school office.

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

No, a daily spend limit of **£4.00** is 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. Please ask the office to reduce the daily limit for your child if required.

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

The system works exactly the same for all pupils whether they pay or have a free school meal. The amount allocated for the free school meal will be entered into the system by the software daily.

Healthy Eating

At BGN we have a whole school food policy which is on our website. We have an excellent in house catering team who prepare home cooked food every day which is healthy & nutritious at all times.

What is meant by 'dietary control'?

Should the pupil have a specific food allergy, or be a diagnosed diabetic, this medical information can be coded into the system, preventing foods with allergy ingredients from being served to a particular pupil, by automatically locking out relevant buttons on the keyboard.

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.

After you have logged onto Parentpay you can also view what your child has eaten and the total cost of each serving. You can also set an alert to let you know when the account needs to be topped up.

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.

Information on our Biometrics System



Biometrics and Security

Students, parents and staff can rest assured that the fingerprint images cannot be used by any other source for identification purposes. The system uses an image of the fingerprint to create a mathematical algorithm and then discards the fingerprint; only the numbers remain and these cannot be reinterpreted back into a fingerprint image. Fingerprinting is voluntary and those not signed up may have a swipe card to use at the till. These are provided by the school but cost £5 each time to replace if lost.

The future is in your hands!



Make up of a fingerprint



Bio – what??

Biometrics authentication is the automatic recognition of a living being using suitable body characteristics. By measuring an individual's physical features in an authentication inquiry and comparing this data with stored biometric reference data, the identity of a specific user is determined. There are many different biometric features that can be used for authentication purposes these include fingerprint, signature, iris, retina, DNA or any other unique characteristic. Once a characteristic has been chosen the next stage in the Biometric process is authentication. A biometric feature is saved on to a database. Once the data has been stored, a new scanning of the biometric feature is taken. If the comparison is positive, access to the appropriate application is granted.

Frequently Asked Questions

Why do you need to take my child's fingerprint?

By taking an image of your child's fingerprint we can turn this information into a digital signature. This unique image will then be used to access funds on their account instead of using cash.

Can fingerprints be used by any other agency?

No, the software we use turns your child's fingerprint in to a mathematical algorithm. The image of the finger print is then discarded. The information that is stored cannot be used to recreate an image of the child's fingerprint

What happens when my child leaves the School?

When a student leaves school all data can be deleted very easily.

An introduction to our online payment Service



www.parentpay.com

What does ParentPay do?

- enables you to pay for school dinners and school trips.
- offers a highly secure payment site
- gives you a history of all the payments you have made
- allows the merging of accounts if you have more than one child at school
- emails a receipt of your payment to the email address you register

How does ParentPay help you?

- gives you the freedom to make payments to school whenever and wherever you like
- stops you having to write cheques or search for cash to send to school
- gives you peace of mind that your payment has been made safely and securely without the need for students to bring cash into school
- ParentPay is quick and easy to use even on a mobile app

How do I get started?

We will send you an activation letter to enable you to setup your ParentPay account. The activation letter will contain a personal activation username and password to enable you to login to ParentPay. During the activation process you will be guided through changing your username and password to something more memorable; you can also merge your accounts if you have more than one child.

More information

More information can be found on the ParentPay website and there is a link from the school website.

Please also contact the school office on 01295 264216 with any questions.

Price List

Main Meal.....	£2.10
Pasta Pot.....	£1.90
Meat Pasta.....	£2.10
Veggie Pasta.....	£1.90
Jacket Potato.....	£1.00
Chips/Roast/Mashed potato.....	80p
Veg.....	60p
Bacon/Sausage Roll.....	£1.00
Panini/Wrap/Baguette.....	£1.65
Sandwiches.....	£1.55
Soup & roll.....	£1.50
Soup.....	£1.20
Roll.....	30p
'Homebaked' options eg. Shortbread....	80p
Cookies.....	50p
Pudding & Custard.....	80p
Plain Water.....	70p
Flavoured Water.....	80p
Cans.....	80p

Meal Deals £2.50

Main Meal & Dessert/Pasta Pot & Dessert /Pasta Pot & a 'Homebaked' option/Sandwich or Roll & a 'Homebaked' option /Sandwich/Roll & Fruit Pot

Breakfast Service from 8.00am-8.45am

A selection of croissants 60p, choc au pains 70p, bacon rolls £1

Typical Menu

Monday

Homemade Steak Pie,
Vegetable Stroganoff, Paella

Tuesday

Chicken Curry, Cauliflower Cheese

Wednesday

Chicken Fajitas or Vegetable Stir-fry

Thursday

Roast Dinner with all the trimmings

Friday

Fish, Scampi, 3 Bean Chilli

Speciality Days

During the year we may provide opportunities to taste a multi-cultural menu with dishes from other countries.