



September 2016

Dear Parent/Carer

**Cashless Canteen Thumb Print Recognition**

Your child has been issued with a Personal Identification Number (PIN) so that he or she can top up his or her canteen account and purchase food at the till point.

Your child has asked me to switch from using a PIN to using their thumb print instead.

The College prefers students to use the thumbprint recognition system, as this is more secure and quicker than using a PIN; it helps to speed up service in the canteen and reduce queues. Before I can scan a thumb print I need parental consent and our records indicate that you have not given permission for this to happen. Please complete the form below and then ask your child to follow the instructions on the back of this letter.

The use of thumbprint recognition is not compulsory and students may continue to use their PIN if they prefer.

For those of you who are curious about the thumbprint scanning system, the software converts the thumbprint to a number and this fingerprint data is held securely and in line with data protection rules. The software does not store an image of the actual print and the data is not shared with anyone else; it cannot be used for any purpose other than by the college and the catering provider, The Compass Group. This is a system already used by the majority of local schools very effectively.

Yours sincerely

Mr T Jordan  
Business Manager

.....✂.....  
Please see overleaf for details of what to do with this completed slip.

Name of Student: .....Tutor Group:.....

I agree to my son/daughter being enrolled in the thumbprint recognition system for the Spires College Canteen.

Name of Parent/Carer .....

Signature of Parent/Carer: .....Date.....

### **Instructions for Students**

1. Make sure your parent or carer has signed the consent form;
2. Bring this letter into college;
3. Bring your letter to the canteen either before school, at break time or lunchtime;
4. Go to the till point at the left hand end of the serving counter and ask for Miss Baker to scan your thumbprint;
5. Miss Baker will collect your letter from you.