

21<sup>st</sup> September 2016

Dear Parents,

**Re: Cashless Catering at Mayfield School**

We are pleased to announce that Mayfield School is installing a cashless catering system in October 2016. The new system will allow us to continue with the development of the school meal service, and will provide pupils with a more efficient, faster and ultimately better quality of service.

The main advantages of this new system are:

- Increased speed of service at break times;
- Reduced queuing times;
- Reducing the need for children to carry cash so preventing loss or theft;
- Ending the stigma that can be attached to receiving Free School Meals;
- Providing better information for parents on how dinner money has been spent;

***Our planned go live date for this new system is Monday 31<sup>st</sup> October. After this date, cash will no longer be accepted in any of the school canteens.***

This pack contains important information about the steps that need to be taken to activate your child's account. Enclosed in this pack you will find:

- ***A consent form*** to allow your child's biometric data to be taken so that they can use the finger print scanners. This is printed on yellow paper and needs ***to be returned to your child's group tutor by Thursday 29<sup>th</sup> September***.
- A letter that explains how you can activate and top up your child's account using the Parentpay system. This is printed on green paper.
- ***An activation code*** for your child's Parentpay account. This is printed on white paper and can be activated straight away.

We have organised a parent drop-in session at Mayfield on Wednesday 5<sup>th</sup> October at 3.15pm to explain these systems and answer any questions or concerns that you may have. We will also be available to discuss this initiative at the Year 7 Tutor Evening on Thursday 29<sup>th</sup> September.

Please do not hesitate to contact me at the school via [Tite@mayfield.portsmouth.sch.uk](mailto:Tite@mayfield.portsmouth.sch.uk) if you have any queries or questions about this project.

Yours sincerely,

Mr. A. Tite,  
School Business Manager