



THE WESTLEIGH SCHOOL

Aspiring & Achieving Together

Dear Parent/Carer

CASHLESS CATERING AND ONLINE PAYMENT SYSTEM – IMPLEMENTATION UPDATE

We are delighted to now be in a position to advise parents/carers that we will be going live with our new cashless catering system with effect from **Tuesday 7th May 2019**.

We know this change is a positive move forward in this ever evolving age of technology and, after discussions with a number of parents, know that it will make your lives easier. Our students have also been excited about the new technology and we thank you for your patience whilst we have been working through the process with our providers and sincerely apologise for any inconvenience the delays have caused.

We can also now confirm that our Cashless Catering system will be supported by ParentPay, a secure online payment system which you may already be familiar with if you have children at other schools.

ParentPay will, moving forwards, remove Wisepay for all payments into school for activities including trips and music lessons. We will eventually no longer accept cash and cheque payments for any school activities, making the school a cash-free environment, and we will communicate with you accordingly as this happens

ParentPay will be live at school, initially for school meals only, from **Tuesday 7th May 2019** although you will be able to access your account and upload funds as soon as you complete your activation.

Biometric Registration

We would like to thank you for your continued support in returning consent forms back to school to support the implementation of our new cashless system using Biometric fingerprinting and the majority of our students are now registered in this way. If you have not yet returned the consent form we would encourage you to do so as this is by far the most secure and efficient way to access the provision. Where consent is not given a PIN number will be issued to ensure your child has full access to our canteen services.

Supporting Information Enclosed:

- A personalised ParentPay Activation Letter providing your unique passcode and information on how to activate and put money into your ParentPay account which you should action as soon as possible
- A launch letter and flyer with information about ParentPay with FAQs
- A reminder of the Cashless System and its benefits with FAQs
- A copy of the Biometric consent form for return if you have not done so already

I would again like to take this opportunity to remind all parents that they are able to check their eligibility for free school meals using an online checking service via the following link. <https://www.gov.uk/apply-free-school-meals>. Not only does this provide financial support to parents/carers, but it also provides additional, valuable funding to the school which helps us provide the best outcome for our students. An advantage of cashless catering is that this benefit is automatically fed into the system via SIMS, removing any perceived stigma for students. We would therefore encourage everyone to register if they are eligible.

We thank you again for your continued support to the school in helping us bring changes that improve experiences for our students and their families.

If you have any questions or concerns about the new cashless catering or online payment system please do not hesitate to contact the Main Office and one of our staff will be happy to help.

Yours faithfully



C BRAMWELL
Headteacher