

30th September 2019

Dear Parent/Carer,

Further to our recent communications, we are pleased to announce that we intend to 'go live' with CIVICA cashless catering with effect from Monday 7th October 2019. This means that your child will be able to purchase food at break and lunch times using their online account linked to Schoolcomms. They will be able to use their thumb to make each purchase at the till, which will identify them to the catering team, and debit their account accordingly. In order to do this, we need your permission and their permission to store this biometric information. Please rest assured that this is not an actual image of their thumb, but is stored as a series of letters and numbers electronically in school only. This code can only be used by the cashless catering system, and will not be shared with anyone else.

If you or your child are not happy with this use of information, then they can instead be provided with a card. However, this is not as safe or secure as the biometric thumb print which can only be used by your child and not lost or borrowed. Whilst we will issue any children requiring cards their first one for free, replacement cards will cost £10 each. We therefore strongly encourage as many pupils as possible to use the biometric thumb print system, as we believe this is the best solution, and will aid an increased speed in service. Please note, you reserve the right to withdraw this consent at any time by writing to Mrs Sue Durow, SIMS Manager at Springfield School.

We have sent a more detailed email to you on this matter, including a parent information booklet, containing guidance on how to view and top up your child's account and some Frequently Asked Questions. This can also be viewed at <https://bit.ly/2m1tpix>

We would be very grateful if you could complete the bottom of this form with your child, and ensure they return it back to their tutor tomorrow morning. If you do not give permission, please write 'no consent' and sign. Please note this form MUST be completed and returned to your child's form tutor by 9am on Tuesday 1st October at the latest.

Registration will take place on Friday 4th October in conjunction with school photos.

Yours sincerely,



Nathan Waites
Chief Financial & Operating Officer

I hereby confirm that I give consent for my thumb prints to be registered in electronic code on the CIVICA biometric cashless catering system at Springfield School. I understand that I can withdraw my consent at any time by notifying Mrs Sue Durow, SIMS Manager.

Name of Child Current Tutor Group

Signature Date

I hereby confirm that I give consent for to be registered on the CIVICA biometric cashless catering system at Springfield School. I understand that I can withdraw my consent at any time by notifying Mrs Sue Durow, SIMS Manager in writing.

Name of Parent

Signature Date

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The De Curci Trust is a charitable company limited by guarantee registered in England and Wales with company number 10646541. Its registered office address is Springfield School, Central Road, Portsmouth, PO6 1QY, United Kingdom. Springfield School is a business name used by The De Curci Trust.

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