



Farnham Road
Guildford
Surrey
GU2 4LU

3rd June 2008

Dear Parents

URGENT INFORMATION: SCHOOL MEALS
Please respond by Friday 6th June

You will be aware from my letter of 1st May that we are introducing a new system for payment for school meals. We have recently held meetings for parents and staff to explain the system, at which some concerns were expressed that not all parents were fully aware of our plans in this area.

The governors and I strongly believe that all parents should be able to make informed decisions about matters affecting their children, and that they should have a reasonable alternative where practical. I am therefore writing to you again to ensure that you are fully informed about the system and the options available.

The system is intended in the very near future to remove the need for students to carry cash in school. We have undertaken a substantial amount of research to choose our cashless catering system, to ensure that we meet our legal obligations and follow best practice guidelines. The governors have also taken very seriously the matter of personal data. Further information on these matters is available on our website.

Many schools across the country, including primary schools, have already adopted this system, for their libraries, registration and access as well as for catering. We strongly recommend the use of the biometric system, because cards can easily be lost or stolen.

Some concerns have nevertheless been raised about the biometric system for payment. If you have concerns, a swipe card is available as an alternative. The initial card issued will be free, but we will charge £5 for replacements.

We have planned a schedule for implementation which minimises disruption to the school, but have decided to delay for a few days in order to give you further information about the system. However, we do require a response from all parents by Friday of this week. You can email us at ask@guildfordcounty.co.uk, or complete the reply slip on the next page.

If you would like more time to consider your decision, we urge you to confirm that your child(ren) will pay using the swipe card at this stage. You can then opt to change to biometric payment at a later stage if you wish. If we do not receive a response by Friday, we regret that we will be unable to process payment for your child(ren), and they will be unable to take school meals until you have done so.

On our website we are placing a series of key questions and answers which we hope will help you to make your decision.

Please **EITHER** complete the slip below and return to your child's tutor by Friday 6th June
OR email the school at ask@guildfordcounty.co.uk

Yours sincerely

Peter Costello

Peter Costello
Headteacher

CASHLESS CATERING REPLY SLIP

Please complete the form below, showing through which method you want your child to have access to the cashless catering system

Child's Name	
Tutor Group	
Biometric Recognition	
Card Swipe	

Parent's / Guardian's name (please print):

Signature: _____

Date: _____