



Liverpool College

Live Register

Parental Consent for Fingertip Recognition

Dear Parent or Carer,

We are writing to inform you of our plans to introduce a new cashless catering system (Live Register) in September 2013. This system gives us the ability to serve our food quickly and efficiently and give pupils access to meals without the need to carry money around the school. It will also make it more convenient for you as lunches can be paid for in advance and online using ParentPay.

We have chosen the Live Register system which uses the latest biometric technology to scan the pupil's finger. This is an extremely convenient system that ensures that our lunch servings can continue to run with their previous efficiency and we believe this is an important part of ensuring that pupils continue to receive healthy and balanced meals.

Legal protections are in place when using this type of system and we must write to all parents and carers and notify them of this decision. Further we must obtain the written permission of at least one parent or carer before we can take the data to set up your child's account.

We feel it is important to stress that the school does not store a child's finger print in the normal sense but a series of numbers based on that finger print. This information cannot be used and will not be used by other systems and will only be used to ensure that paying for the pupil's lunch is as easy and as quick as possible. All such data will be deleted when the child leaves the school. Furthermore, **fingertip recognition technology will only be required for Upper School Pupil's (years 7 – 13).**

We hope that you will discuss these issues with your child or the child in your care and we also hope that you come to the same conclusions we have – that the biometric system is the most convenient and most secure. Registering staff and students will take place on Monday 2nd September and Tuesday 3rd September when pupils return to school and therefore we would ask that you **return the permission slip that comes with this letter by post before Friday the 19th of August** to give us sufficient time to process your decision. Further letters will be sent out shortly which give instructions for ParentPay, login details for ParentPay and a full list of prices for meal options.

We are looking forward to the efficiencies this new system will bring to the school lunch service and thank you for your consideration and help at a time which is both exciting and busy for the college.

Yours sincerely

Ric Thompson
Bursar

Parental Permission for the use of Biometric Technology – Live Register

I hereby give consent that my child/ children can be registered into the cashless catering system using the fingertip recognition system. I understand that until I have given consent my child cannot be registered onto this system but an alternative can be provided if necessary. I also understand that the technology will only be used for the smooth management of the lunchtime service and only then for upper school pupils who will not be purchasing meals at a fixed price.

Student(s) Name(s): _____

Tutor Group(s): _____

Parent's Name: _____

Signed: _____

Date: _____

You can change your mind and withdraw your consent at any point in the future by writing to the school.

Live Register FAQ

Q. My child has Free School Meals, how do they get lunch?

A. The system will know which students qualify for a Free School Meal and their account will automatically be loaded with an amount of money sufficient for a good meal just before lunchtime. For pupils in the Prep and Pre-Prep (Year 6 or younger) this will be £2.45 and this is the flat rate for a child of that age. Pupils in year 7 will receive a credit of £2.90 which will be sufficient for a main meal and dessert - although some prices may vary for the upper school pupils.

When they identify themselves at the till their balance will show this amount, plus any other cash you, or they, have loaded onto the account. Payment for their lunch will be deducted from the Free School Lunch allowance. The amount funded is refreshed on the account every day; if it is not spent it will be erased at the end of the day and a new amount added, just before lunch, on the following day.

Q. How do I set up an online payment account?

A. We will send out details in the near future, this will include information on setting up the account and using it. An additional bonus of the online payment system is that it will also allow you to pay for additional activities such as school trips etc.

Q. What happens if my child does not have enough money on their cashless account to pay for their lunch?

A. They will still be able to get lunch; we will take note of what has been spent and deduct the amount from their account. New food items cannot be purchased until the account is put into credit on the following day.

Q. How will we know how much is left on my child's cashless account?

A. The online payment system is automatically updated at the end of each day. In addition the student will see their balance when they visit a till or when they identify themselves at a cash loader in school.

Q. What information is stored when my child's finger is scanned?

A. When the finger is scanned the system is detecting small differentiating features and converts them into a number, it does not store an image of the fingerprint. Like with a credit card, the number is then used to associate the user with their account; every time their finger is scanned, the system recognises the number generated and knows which account to look at. The number is kept within the system but cannot be converted back into a fingerprint or used for anything other than identifying the student within the system.

Q. If I put enough money on my child's account for a whole week, what's to stop them spending it on one big feast at the start of the week?!

A. The Live Register system allows us to set a daily spend limit per pupil, we plan to set this to £6 a day.

Q. I also have a child in the prep school – how will they get their meal?

A. Children in the Prep School and Pre-Prep will see no difference in their lunchtime. They will have to pay a flat fee for their meals using the online payment system but because all of their meals will be the same price there will be no need to identify themselves at the point of sale.