



# Consent Form

## Your Consent Preferences

*This form has been written to give you choice and control over how our school uses some of your personal data.*

*You may withdraw these consent preferences at any time. Further information about how to do this can be found below.*

		Do you give consent?
<b>Non-Essential Communications</b> In some cases the school will want to contact you to tell you about school events, news, and general updates. Please state if you would like to receive these communications.  Please be aware that the school will still contact you to inform you about essential communications such as school closures, menu changes, and term dates.	<b>Text Message</b>	Yes / No
	<b>Email</b>	Yes / No
	<b>Hard Copy</b>	Yes / No
	<b>Social Media</b>	Yes / No
<b>Photos and Videos</b> <b>There are</b> circumstances where we will take and use photos/videos of pupils. Some photos (i.e. for identification or video or audio coursework) are <b>NOT</b> processed based on consent (i.e. non optional). However, we would like your consent to use photos and videos of your child for:	<b>Display Purposes</b>	Yes / No
	<b>External Print Media (e.g. local newspaper, Prospectus)</b>	Yes / No
	<b>External Online Media (including School's or Trust's social media) and marketing</b>	Yes / No
<b>Biometric Data (Thumb Print)</b>  We use biometric data. Please see over the page for further details. We would like your consent to use biometric data for your child for:	<b>School Dinners</b>	Yes / No
	<b>Library Management System</b>	Yes / No

Pupil Name:	Mentor Group:
Parent/Guardian Name:	Parent's Signature:
Date:	Pupil Signature: <b>(on reaching age 12)</b>

**To withdraw or change your consent preferences please contact:**

Scalby School  
 Fieldstead Crescent  
 Scarborough  
 YO12 6TH  
 Telephone: 01723 362301  
 Email: admin@scalbyschool.org.uk

To find out more about how our school uses your personal data then please see our privacy notice which can be found on our website

GDPR019SCS - Student Consent Form - v2.3.docx			Organisation: Newby and Scalby Primary School	Page 1 of 2
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Dear Parent/Carer

## BIOMETRIC CASHLESS CATERING

We are pleased to say that we have a cashless system for our school catering. We are sure you will appreciate the advantages the system offers our students and parents. It enables us to deliver an efficient, faster service and to provide wholesome, healthy, and enjoyable meals at the lowest cost. The same biometric system is used in our Library to record books taken out and returned and is commonly used in schools across the country.

All students will receive training on how to use the system either before they join us, or on the day they start. No cash can be accepted at the food counter till points, but cash will be accepted at two revaluation terminals within the school. For your convenience and to assist us in our administration of the service, a method of payment using ParentPay has been introduced. Login details for ParentPay are provided when your child joins Scalby, giving details of your username and password, allowing you to make online payments whenever you wish.

Any amount of money can be paid into your account held within the system. Money spent on food will be taken out of the system and students can always check how much is left by using either of the revaluation terminals.

The school is also able to provide you with a report detailing each item of food served, each credit made to the system, for any time period, and the current balance.

There is a daily 'spend limit' programmed into the system of **£5.00**. This can be increased or decreased for an individual student by making a written request to the school kitchen.

Should you wish your child to continue to bring 'dinner money' to school, the facility for accepting cash payments for the day will of course always be available. However, all cash will have to be entered into the system using the automatic cash revaluation terminals, and cannot be used to buy food directly at the dinner counters. These are programmed to only accept **£20 - £10 - £5 notes and £2 - £1 - 50p - 20p - 10p coins**. Cash can be paid into the revaluation terminals at times convenient to your child, and not just as lunchtimes.

The school also has a system of on-line credit card payments for the cashless catering system and you will receive a letter in the post giving you details of how to access this. Our on-line system will also allow you to check your child's account and see how their dinner money has been spent, and the remaining balance of their account.

The system uses an image of the student's fingerprint to create a mathematical algorithm and then discards the fingerprint; only the numbers remain and these cannot be reinterpreted back into a fingerprint image. Students and parents can rest assured that the fingerprint images cannot be used by any other source for identification purposes. The Protection of Freedoms Act requires us to obtain the written consent of a parent before we take and process your child's biometric data so **please complete and return the slip overleaf with your child's admission forms**. Once your child reaches the age of 12 or over, they are considered to have sufficient capacity/maturity to understand privacy issues. Therefore your child will be asked to sign a copy of this consent form in Year 8.

If you have any queries about this system please contact me by letter or using the email address stated on this letterhead.

Yours faithfully

**Michael McCluskie**  
Head Teacher