**School Restaurant**

Dear Parent/Carer

I am delighted to inform you that our 250+ seater restaurant and satellite serving stations serve hot and cold healthy meals and snacks to all year groups. Provision for packed lunches is also provided. These facilities enable us to supervise all pupils who **MUST** remain on site during lunchtime. Duty staff are present at all times in the restaurant, Sir Tom Cowie Suite (ICT facility), school library, fields and the school yards.

We operate a cashless biometric system where every pupil’s identity is unique to them (please see information attached).

Meals will be served to pupils on a ‘first come first served’ basis. Your child will receive instructions within school on how this will operate on the first day of term.

**Putting money into your account**

* Before you can buy anything, you must put money onto your account. This can be done in two ways;
1. Use the REVAL units (Cash Machine) situated in the restaurant, corridor to the restaurant and the key stage eating area.

Place your finger on the reader – your name and balance appear on the screen.

Insert money – notes are accepted.

Your new balance is displayed.

Press the SILVER button – that’s it – Your details disappear from the screen.

The value on your card has now increased by the money you have put into the machine.

1. You can also use ParentPay, further information to follow.

**Checking your balance**

* You can check how much you have to spend at anytime by placing your finger on the reader. Your name and balance appear on the screen. You do not have to put money in – just check it and then press the RED button to finish.

**Buying your meals**

* Take your food to the till point. Place your finger on the reader and your purchases are entered. Your balance has now been reduced by the price of your meal. The restaurant computer system can track every item purchased and the time and date.

**Free School Meal Entitlement**

* Every day the computer automatically adds the free allowance to your account. If it is not all used the amount left from the allowance is automatically taken off at the end of day. You can add your own money on to your biometric account in the normal way.

**NUT ALLERGIES**

If your child has a nut allergy and you would like him/her to access school meals either now or sometime in the future, you will need to provide us with a letter from either your GP or dietician. You will also need to meet with our Catering Supervisor to ensure a clear understanding of your child’s requirements and lunchtime arrangements. Please complete the attached slip below and return to the school office before the summer holidays so that the necessary arrangements can be made.

**PARENTS/CARERS**

* A cheque (payable to Southmoor Academy) can be sent to the Restaurant Manager to pay for your child’s meals. This removes the need for pupils to carry cash and ensures that dinner money is used for that purpose.
* If pupils carry cash less often or not at all, theft and bullying are reduced or eliminated.
* Pupils entitled to free school meals are given the same biometric accounts as everyone else. The stigma which pupils may feel about free meals is completely removed.
* The monetary value and information associated with each account relates to that individual pupil only. It cannot be spent or accessed by other pupils.
* Restrictions can be set to prevent your child from buying particular food – very important in cases of allergies or other dietary conditions or even just to encourage healthier eating.

All information will be kept within school and stored securely in compliance with our legal responsibilities. When your child leaves the school the information will be deleted. Please see the attached sheet which gives you further information on biometrics with some key questions you may have answered. Should you have any further queries please do not hesitate to contact the school office.

The Government have amended the act for schools to seek parent and pupil permission for using such biometric data. Many schools and academies already use such systems with great success and all actual data is discarded after conversion. However, if you do not wish your child to be registered using biometric information please contact the school prior to your child starting and we will provide reasonable alternative arrangement for them to access their meal accounts.

We are sure that you will agree that this provides your child and us with new, modern and high standard catering facilities for all pupils at Southmoor Academy. If you have any queries or concerns, please contact the school.

Yours sincerely



Mrs L Mellefont

Assistant Principal *(Personal Development, Communication & Engagement)*

**Nut Allergies**

Please only complete and return if your son/daughter **has** a nut allergy.

Pupil’s full name ……………………………………………… D.O.B. …………………………..

Parent/Carer’s full name: ……………………………………………………………………………..

Mobile Tel. No. ……………………………………………. Home Tel. No. ………………..…......