

Dear Parents and carers,

We are very much looking forward to greeting our new year 7 students on Tuesday 5th September at 8.30am. I'd like to remind you that **ALL** students should bring a **packed lunch** and a **water bottle** on their first day as they will not be able to purchase food or drinks in school until they are set up on parent pay. You will be able to activate your parent pay account on Tuesday evening and once you have loaded some money on your child's account or provided appropriate details if your child is entitled to free school meals they will be able to purchase food in school, until the account is set up and activated we ask that students bring lunch from home.

This year Ormiston Park Academy are operating a cashless catering system, this system is used to purchase food and drinks during food breaks and requires the academy to record the students biometrics (Thumb or fingerprint) using an accredited GDPR compliant system by Civica. Fingerprints will be taken from year 7 students on Tuesday 5th by our ICT Manager. Some parents are yet to complete the GDPR parent survey (link below), if you have not completed the short survey please do so at your earliest convenience as we will not take fingerprints or be able to set children up with a parent pay account until parental consent is provided.

If you tick the box on the survey to say you do NOT give permission for your child to have their fingerprints taken they will be provided with an alternative dinner card to be used to purchase food as an alternative to their fingerprint. The biometrics system is FREE of charge however the dinner card will incur a cost of £5.00 to parents/carers. Therefore if you request your child be provided with a 'dinner card' please send your child into school on Tuesday with £5.00 cash in an envelope labelled with your child's name and marked for the attention of 'OPA Finance Department' - this will be collected on Tuesday and dinner cards will be processed as soon as possible.

Once fingerprints have been taken your child will be given a letter to bring home after school on Tuesday, the letters will be bespoke and contain codes appropriate to individual children, this is to enable you to activate your 'parent pay' account. The letter will give you clear step by step instructions on how to set the account up. The sooner you log on and activate the parent pay account the sooner your child will be able to purchase food and drinks in school.

<https://forms.office.com/Pages/ResponsePage.aspx?id=cCy76NwEk0ilgsR7VNvSkgxN7VCI3pVKnlyV6Wpxsz9UQVJBWTFSoEU0QjZYS05ZT0tOUVZLNkFSVC4u>

I hope your children enjoy the last few days of the holiday, as per my previous email students should head to the Sports hall to register with their head of year and tutors at 8.30am

Best Regards,

Lynsey Padmore
Vice Principal
Ormiston Park Academy