



## Hodge Hill Girls' School

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Ref: PS/RKh

12<sup>th</sup> April 2019

Dear Parent(s)/Carer(s),

Re: New Cashless Catering System

We are pleased to announce that as of Thursday 09/05/2019, a new cashless catering system will be used by pupils and staff in school. The system changeover has been planned to be as seamless as possible, with pupils continuing to use their existing Biometric authentication and Parents/Carers continuing to use the online payment service ParentPay as the primary method of loading up their daughter's cashless catering balance.

Hodge Hill Girls' School strongly recommends that Parents/Carers use **ParentPay**. As well as checking and topping up balances, Parents/carers can view transaction histories, pay for school trips and other items, convenient access at any time and no waiting in Cash Loader queues in school.

Another way to top up a cashless catering balance is by pupils using the **Cash Loaders** in school. These Cash Loaders will be replaced as part of the system changeover. **This system-change means that pupils will NOT be able to use the Cash Loaders for cash balance top-ups between Friday 03/05/2019 and Wednesday 08/05/2019.** Parents are advised to use ParentPay to check and top-up balances, or ensure their daughter uses the Cashloaders to top-up prior to Friday 03/05/2019. The new Cash Loaders will be usable from Thursday 09/05/2019.

Pupils in receipt of Free School Meals will not be affected and will continue to receive their FSM-entitlement at lunchtime as normal.

Parents/Carers are assured that their existing balances on the old cashless catering system, will be transferred to the new system on Wednesday afternoon 08/05/2019.

As with all new systems, we have planned for a smooth transition. Please bear with us and if you have any difficulty do not hesitate to contact Mr Shaw at the school.

Yours sincerely,

Mr P Shaw  
Strategic ICT Manager