



Bishop Wordsworth's School

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Head Master: Dr S D Smallwood BSc (Hons) PhD NPQH

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Dear Parent/Guardian

At Bishop Wordsworth's School we operate a cashless catering system. This system has enabled us to improve our school meal service, providing us with a more efficient, faster, and ultimately better quality of service.

This system incorporates the latest technology which eliminates the need for pupils to carry cash throughout the day and reduces an administrative headache for parents. The system relies on pupils' biometric data so there is no need for pupils to carry a card as the system will recognise your child's thumb at the tills.

Any amount of money can be paid into a pupil's account and expenditure on food and drink will be deducted from the account on a daily basis. You are able to top up your child's cashless catering account via your MCAS account. Please see instructions at the end of this letter. **Please note that you will only be able to add funds to your son's account from 1 September when he is officially on roll.**

In line with current legislation we will be operating an 'opt in' policy and require parents to complete the Biometric Cashless Catering indemnity box on MCAS. If you choose not to have your child registered on the Biometric System a 4-digit PIN code will be allocated (please rest assured the biometric data is safe and compliant with the General Data Protection Regulations). Please note that PINs do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure at all times.

Please visit the 'Parental Consent' section on MCAS and tick 'Yes I give consent' on the Biometric Cashless Catering permission to signify your agreement.

This authority may only be revoked in writing, becoming effective upon written acknowledgement from the School.

How to pay money into your son's cashless catering account on MCAS desktop:

- On 'Dashboard' you will see a box entitled 'Cashless Catering'.
- Enter the amount you would like to deposit.
- Press 'Add to Basket'.
- Press the 'trolley' icon on the top menu – this should have a red '1' next to it.
- On the pop-up menu, press 'Checkout 1 item'.
- On the next screen press the green 'Checkout' button.
- Press 'Use New Card'.
- Enter your payment and address details.
- Press 'Confirm & Pay'.

- You will receive a confirmation of your payment and when you return to the dashboard the credit balance summary should be correct.

How to pay money into your son's cashless catering account on the MCAS app:

- On the 'My Child' screen click on 'Dinner'
- Click on the 'Payments' tab
- Click 'Add Diner Money'
- Enter the amount you wish to pay and click 'Add to Basket'
- Click 'Checkout' and enter your address when prompted if you have not saved it already
- Enter your card details and click 'Make Payment'

If you have any problems using cashless catering, please contact our Finance Department (finance@bishopwordsworths.org.uk).

Yours faithfully



Mr Barry Smith
Bursar