



St Peter's RC High School

St Peter's Catholic High School and Sixth Form Centre
Stroud Road Tuffley Gloucester GL4 0DD

www.sphs.uk.com

Enquiries@sphs.uk.com

High School Tel:
01452 520594

Sixth Form Centre Tel:
01452 509206

Dear Parent/Carer,

St Peter's is a cashless school therefore we require every child to be registered on ParentPay.

The main part of the cashless system is payment at the tills in the school canteen, these use the latest technology of biometric data. Biometrics is simply a method of identifying an individual person. We use an algorithm-based scan, which reads between 20 and 50 points on the finger/thumb. It is not a fingerprint and is only used in the cashless system.

To comply with legislation covering biometric data we operate an 'opt in' policy and therefore ask you to sign the **Biometric Form** agreeing to allow your child's biometric data to be taken and registered on the cashless system. The biometric scanning will be done on the first day of term in September.

Alternatively, if you choose not to have your child registered for the biometric system then he/she may be issued with a simple 4-digit PIN code. Please note however that PIN codes do not have the same level of security and it will be your child's responsibility to remember the code and keep it secure.

If your child is entitled to **free school meals**, they will still need to be registered on the system to be able to use the canteen. A daily free school meal allowance is set up automatically on the system for each child; parents may add additional money if they wish.

How to get set up on ParentPay

On your child's first day of school, when we register their biometric data, they will be given a letter containing their account activation details. Once you receive these:

- Visit www.parentpay.com Enter your activation username and password in the Account Login section on the home page. **NB. These are for one-time use only, you will be able to choose your own username and password for future access during the activation process.**
- Provide all the necessary information requested, **registering your email address will enable us to send you receipts and reminders**

Once activation is complete you can go straight to Items for payment, select which item(s) you want to add to your basket then check out to complete payment.

If you have any further questions or concerns, please contact the Finance Office on 01452 520594 or email finance@sphs.uk.com

Yours faithfully,

Kevin McDermott
Principal

Principal
Kevin McDermott BTh, MA

Chair of Governors
Mr Kofi Obbeng FIA C.Act, CERA