



Harris Science Academy East London

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Monday October 10th 2022

Re. - Parent Pay registration and cashless payments for hot food/Pupil Data Confirmation

Dear all parents and carers,

I am delighted to inform you that we are almost ready to move to the cashless Parent Pay system and are looking forward to starting this on Monday October 31st our first day of the new half-term. Please read this letter carefully about the actions required to do so. For simplicity the instructions for each enclosed letter or form are also summarised on the other side of this page.

In order to set up cashless payments for your child please register and upload your payments using the Parent Pay information letter included in this pack which your child will have brought home today. It is very important that this is done as soon as possible so we can ensure your child gets their food after half-term without any problems. Please note parent pay registration is still required even if your child has free school meals.

In order to set up your child on parent pay we also need you to consent to your child giving us their details in biometric form which means a thumbprint recognition system. To do this please read and give your consent using the enclosed Biometrics consent form which informs you that we will record their thumbprint to ensure their identity is matched to your payment details. In line with GDPR requirements we require you to consent to this or use the alternative method of a PIN based identity to ensure they get their food. Full details are included in the enclosed letter. There is also an enclosed parent information form about biometrics and consent.

To support both the above letters, the third letter in this pack is a general data summary sheet for your child which we need you to read and check then let us know of any queries or corrections at Z.Chaudhry@harrisscienceeastlondon.org.uk. This is to make sure we have all the correct information about you and your child on our management information system. This is particularly important for issues such as medical needs and obviously to make sure we have up to date contact numbers for all parents and carers.

We hope that your child has enjoyed the hot food service this half-term for our £2.38 meal deal and separately priced morning snack menu. The feedback we have had from pupils has been very positive and please do let us know of any other comments by emailing our info email box – info@Harrisscienceeastlondon.org.uk

Thanks for your prompt response to these requests and we look forward to continuing to improve the range of services we make available to you. Please send your queries to me at Z.Chaudhry@harrisscienceeastlondon.org.uk in case of any issues but note I will not be available for the whole half-term period.

Enclosed/summary of instructions

Parent Pay registration letter – please log on following the enclosed information and register your child for payment and upload money.

Biometrics consent letter and information notice – please read and make sure you understand

Biometrics opt-in consent form for parents and carers to complete – please sign and agree consent then return to reception at Clock Mill or Lock Keepers by Wednesday 12-10-22

Pupil data summary sheet – please check and complete to indicate omissions or errors and return to reception at Clock Mill or Lock Keepers by Wednesday 12-10-22.

Yours sincerely

Zari Chaudhry
Office Manager