

Inchinnan Primary School
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Children's Services

Head Teacher: Mrs Nicola McGlynn

16 April 2019

Dear Parent

Starting August 2019, we will be introducing a more convenient way to pay for school meals, trips, school events and activities and much more online, using a secure service called Parent Pay.

This will be going live in Inchinnan Primary School in August 2019 and from this date we will no longer be accepting cash and cheque payments, making the school a cash-free environment. Parents who need to continue making payments by cash may do so using the Pay Point network at local convenience stores.

To assist with the preparation for this rollout each pupil will require to have their photograph taken to be uploaded to the new system to help catering staff identify pupils. We have enclosed a consent form and it would be appreciated if this could be completed and returned to the school office at by Thursday 23rd May 2019.

Further communications will be sent out nearer the roll out date to advise how to access this system.

Yours faithfully

A handwritten signature in black ink, appearing to read "N McGlynn".

Mrs Nicola McGlynn
Head Teacher

Acting Director of Children's Services: Steven Quinn
Council Headquarters, Renfrewshire House, Cotton Street, Paisley PA1 1TZ
Website: www.renfrewshire.gov.uk



PHOTOGRAPH CONSENT

School Meals

Dear Parent/Carer,

We are rolling out a new Online School Payments and Cashless Catering solution to our school.

In order to ensure that pupils only access their own meal account, we would like to take and hold a photograph of each child to identify them to our catering staff. This photo will not be used for any other purpose or be shared outside the catering system.

Please complete the relevant section below.

Yours sincerely



Head Teacher

I have read and understood the above.

Please tick as appropriate

I **DO** wish my child's photograph to be used in the school meal identification

I **DO NOT** wish my child's photograph to be used in the school meals identification.

Print Name: (Child's Name): _____ **Class** _____

Signature of Parent/Carer: _____ **Date:** _____

Address: _____

Contact Telephone Numbers:

Personal: _____ **Home:** _____

Should you no longer wish your child's photo to be used for this purpose at any time, please contact the school.

Further information on how Renfrewshire Council handles personal information can be obtained from: <http://www.renfrewshire.gov.uk/article/2201/Privacy-policy>