

**Tuesday 26<sup>th</sup> November**

**Notification of Intention to process Pupils' Biometric Information, change to the timings of the Academy day, updates regarding the Academy site.**

Dear Parents /Carers,

I write to inform you of some changes to our systems here at Pembroke Academy. All changes have been or are to be made after much careful thought and consideration to offer the best possible provision for our students.

The first change involves the timing of the school day from January 2025. After researching the format of a number of local and regional schools as well as considering our recent growing school numbers we have decided to change the day to a system with two equally spaced breaks and a shorter afternoon session. Given that we have recently increased the number of tills and serving hatches in operation, and increased the seating capacity in both dining areas and outside with covered canopies, we believe this change will make the breaktime experience much quicker and easier for our students. In the last two weeks we've noticed that the queue at both break and lunch is reduced to approximately ten minutes and although we cannot guarantee your child will always get their first choice of food, there is always food to choose from until the end of each break. With the addition of a slightly longer break 1, plus the implementation of Cashless Catering from February, we know that this new system will be even more swift and streamlined to ensure our students get a productive breaktime.

The new timings are as follows:

Registration	8.35-9.10 am Includes assembly and form time Personal Development activities
Lesson 1	9.10-10.10am Includes movement time
Lesson 2	10.10 – 11.10am Includes movement time
Break 1	11.10 -11.40am <ul style="list-style-type: none"> <li>• 3 serving hatches / 3 queues /all dining areas open</li> <li>• Full range of food available including main meals</li> <li>• Students entitled to free school meals are able to access their allowance over both breaks as required</li> <li>• 3G and Library available to students</li> <li>• Cashless system from February 25<sup>th</sup> 2025</li> </ul>
Lesson 3	11.40-12.40pm Includes movement time
Lesson 4	12.40 -1.40pm Includes movement time
Break 2	1.40 -2.05pm

	<ul style="list-style-type: none"> <li>• 3 serving hatches / 3 queues /all dining areas open</li> <li>• Full range of food available including main meals</li> <li>• Students entitled to free school meals are able to access their allowance over both breaks as required</li> <li>• 3G and Library available to students</li> <li>• Cashless system from 25<sup>th</sup> February 2025</li> </ul>
Lesson 5	2.05-3.05pm  End of school day remains the same

In addition to this change we have recently invested in the Academy site to provide three outside, sheltered canopy areas with seating plus by January the field at the back of our site will have completely new secure fencing which means, as soon as weather permits, we will allow our students onto the field area over both break times.

### NOTIFICATION OF INTENTION TO PROCESS PUPILS' BIOMETRIC INFORMATION

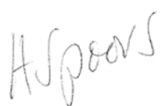
At Pembroke Academy we aim to operate a cashless catering system from February 2025. The system uses biometric recognition, which means that an electronically operated recognition system will recognise the thumb of your child at pay points and tills. The information required from your child is taken as an algorithm, not the actual fingerprint.

Under the Protection of Freedoms Act 2012 (sections 26 to 28) and the Data Protection Act 2018, we are required to notify each parent/carer of a child and obtain the written consent of at least one parent/carer before being able to use a child's biometric information for an automated system. We would like to take and use the information from your child's thumb print and use this for the purpose of providing your child with our catering services. This information remains within the academy.

Please be aware that in the future the academy may use your child's biometric information for the following purposes: borrowing from the library, accessing school printers, monitoring attendance and gaining access to secure areas around the site. As such, we are seeking your consent for these purposes at this time. However, in the event that the decision is taken to use biometric information in this way the academy will first communicate this to pupils and parents/carers.

See overleaf for "How it Works" and please find the permission slip enclosed. **If you give consent to the processing of your child's biometric information, please sign, date and return the enclosed consent form by Monday 9<sup>th</sup> December.**

Yours faithfully



Mrs Helen Spoors



Mrs Sarah Warnock

Headteacher

Assistant Headteacher

## Biometric Information – How it Works

### How does it work?

Our academy dining hall uses a biometric fingerprint solution to allow pupils access to their lunch account. It works by scanning the finger, recording a series of points and measurements of the fingerprint, and then converting this into a numerical template. This is what is then recorded on the system and checked against when the pupil wishes to make a purchase. At no time do we record an image of any fingerprint on the system.

### What does the law say?

Under the Protection of Freedoms Act 2012 (sections 26 to 28) and the Data Protection Act 2018, we are required to notify each parent/carer of a child and obtain the written consent of at least one parent/carer before being able to use a child's biometric information for an automated system.

You should note that the law places specific requirements on schools when using personal information, such as biometric information, about pupils for the purposes of an automated biometric recognition system.

For example:

- a) The school cannot use the information for any purpose other than those for which it was originally obtained and made known to the parent(s) (i.e. as stated above);
- b) The school must ensure that the information is stored securely;
- c) The school must tell you what it intends to do with the information; and
- d) Unless the law allows it, the school cannot disclose personal information to another person/body.

### What if I do not want my child included?

As stated above, in order to be able to use your child's biometric information, the written consent of at least one parent/carer is required. However, consent given by one parent/carer will be overridden if the other parent/carer objects in writing to the use of their child's biometric information. Similarly, if your child objects to this, the school cannot collect or use their biometric information for inclusion on the automated recognition system.

You can also object to the proposed processing of your child's biometric information at a later stage or withdraw any consent you have previously given. This means that if you give consent but later change your mind, you can withdraw this consent. Please note that any consent, withdrawal of consent or objection from a parent/carer must be in writing. Even if you have consented, your child can object or refuse at any time to their biometric information being taken/used. Their objection does not need to be in writing. We would appreciate it if you discuss this with your child and explain to them that they can object to this if they wish.

***If you do not wish your child's biometric information to be processed by the academy, or your child objects to such processing, the law says that we must provide reasonable alternative arrangements for children who are not going to use the automated system. This will be done through the issuing of a PIN, which can be used instead of the biometrics.***

### What happens when my child leaves?

When your child leaves the school, or if for some other reason they cease to use the biometric system, their biometric data will be securely deleted.

**Please detach and return this page in its entirety**

## **CONSENT FORM FOR THE USE OF BIOMETRIC INFORMATION IN SCHOOL**

Please complete this form if you consent to Pembroke Academy taking and using information from your child's fingerprint as part of an automated biometric recognition system. This biometric information may be used by Pembroke Academy for the purpose of paying for food from the canteen, borrowing from the Library, accessing school printers, monitoring attendance and gaining access to secure areas around the site.

In signing this form, you are authorising the academy to use your child's biometric information for this purpose until they either leave the academy or cease to use the system. If you wish to withdraw your consent at any time, please submit your request in writing, and send to the academy at the following address:

Priory Pembroke Academy  
Croft Lane  
Cherry Willingham  
LN3 4JP

Once your child ceases to use the biometric recognition system, their biometric information will be securely deleted by the academy.

Having read the guidance provided to me by Pembroke Academy, I give consent to information from the fingerprint of my child...

<b>Name of child:</b>		<b>Date of birth:</b>	
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...to be taken and used by Pembroke Academy for use as part of an automated biometric recognition system for purchasing school meals, accessing the academy Library, accessing the print system, registering their attendance at the academy and accessing the academy site through access control doors.

I understand that I can withdraw this consent at any time in writing.

<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	