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June 2026

Dear Parent/Carer

Online Payments and Cashless Catering

ParentPay

We are pleased to advise that the Academy operates an online payments and monitoring system called ParentPay.

ParentPay is a free service that provides you with many benefits:

- you can pay by credit card, debit card or PayPoint for school meals, trips, visits and educational resources purchased from the Academy (there are no transaction fees)
- it links directly to our cashless catering system to provide you with the opportunity to monitor your child's meal purchases
- you can check balances for school trips or catering

You will be provided with username and password to access ParentPay.

Cashless Catering

Our cashless till system, provided by market leader Sharps, incorporates the latest technology, encryption and security features and eliminates the need for students to carry cash throughout the day, so they won't forget or lose their dinner money, or spend it on other things. Those students entitled to free school meals will be automatically credited by the Academy.

The money spent on food and drink will be deducted on a daily basis and the system is programmed to limit the daily spend to £4.00. This can be increased or decreased by parents/carers via the online admission form. If you would like to change it at any time in the future, please do so by emailing finance@looe.net or by telephoning the Academy.

Once the money is in their account, students will pay for their purchases using either a cashless card, which will be provided by the Academy (replacements can be purchased on Parent Pay) or by placing their finger on a payment scanner. This method uses biometric finger image data where the system will recognise an electronic pattern generated by the unique features on a person's thumb or finger each time they use the payment scanner - it does not record or store the actual fingerprint. All information obtained for cashless payments remains within the Academy and is subject to data protection legislation and will be used in accordance with our privacy policy.

We operate an 'opt in' policy for the biometric finger image option and therefore kindly ask that you give consent via the online admission form. If you choose not to have your child registered for the biometric option, a cashless card will be allocated to access the till system; it will be your child's responsibility to remember the card and to keep it secure at all times.

The key features of the cashless catering system are explained below in the 'frequently asked questions'.

Yours faithfully

Paul Boyes
Headteacher