



Mulroy College

Coláiste Na Maoile Ruaidhe

Milford, Letterkenny, Co. Donegal

Baile Na nGallóglach, Leitir Ceannainn, Co. Dhún na nGall



Bord Oideachais agus Oiliúna Dhúin na nGall
Donegal Education and Training Board

October 2, 2020

RE: getFresh Cashless System Payment

Dear Parent/Guardian

The getFresh catering company are installing a cashless payment system which shall be used by our students to buy food/drink in our school canteen. This will ensure that our canteen is a cash free environment in line with Government health guidelines and best practices to limit the spread of COVID 19.

Each person must have their own **individual topped-up card**, cash will **no longer** be used. Students will then use this card to pay for their purchases in the canteen instead of cash. Students will still be able to avail of the subsidised offer of a **hot meal for €2**. This system should be completely operational in **2 weeks**.

To get started each student must purchase a card from the getFresh staff in the canteen. Class Teachers shall inform them of the allocated time slot for their class group to visit the canteen next week to buy the card. This time slot will be written into their **student diaries**. Students are asked to bring in money to purchase their card, the cost of which is outlined below in the following options:

1. Card for 2 years @ €5.00
2. Card for 6 years @ €10.00

(There is a discount for 2nd and subsequent cards issued to parents with more than 1 student in Mulroy College)

Once purchased you can set up the card by following instructions:

**On your PC, laptop, smartphone or tablet, go to website
<https://touchtopup.net>**

Instructions to set up the card

Fiona Temple
Principal

Fiona Ní Theampaill
Príomhoide

Séan Mc Fadden
Deputy principal

Séan Mac Phaidín
Leas Príomhoide



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1. Click [Sign Up] - *fill in Details*
2. Click [Create Account]
3. Enter *Account Key - from your card*
4. Click [Continue]
5. Click [Top up Account]
6. Tick amount & [Top Up Now]

Students are advised to **take a photo of their card**. Each card has a **unique serial** number which is needed if your card is **lost or stolen**. If the card is lost or stolen getFresh cannot access your card details by your name (GDPR Regulations) details can **ONLY** be accessed by your unique serial number.

Your card should be treated like cash and kept safe, if someone else gets your card they can use it in the canteen until it is blocked.

You should **report a lost or stolen card** to the school or canteen staff as soon as possible.

- getFresh will block the card from being used
- Replacement of Lost/Stolen card €5.00

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Using this system implies consent for the use of the data supplied which will only be used in relation to providing a cashless card service to your school canteen.

getFresh **may use your email address to contact you** regarding the status of your account e.g. your card is blocked, found or needs a top up and to inform you

Fiona Temple
Principal

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Deputy principal

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of special offers, discounts etc. Your credit card details **will not be stored** or accessible by us.

If you require any further information or have any questions or concerns, please contact the school.

Yours sincerely,
Karen Patton

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