



Cudworth Churchfield Primary School
Snydale Road, Cudworth, Barnsley S72 8JR
Executive Headteacher: Mrs LY Gray BA QTS (Hons)
Head of School: Mr J Bean BA QTS (Hons) MA
Tel: 01226 710523 - Fax: 01226 780935
Email: churchfieldoffice@watertonacademytrust.org
26th March 2021

Dear Parents/Carers

Booking Breakfast Club and Playzone

We are in the process of transferring to a new system called 'Pupil Asset'. All Breakfast Club and Playzone bookings for **Monday 12th April onwards** should be made using the new system. It is similar to School Gateway, so we are hoping you won't find the transition too difficult. Please note that all bookings are non-refundable as per the Breakfast Club and Playzone Policies and the new system has less flexibility for changing bookings once they have been made.

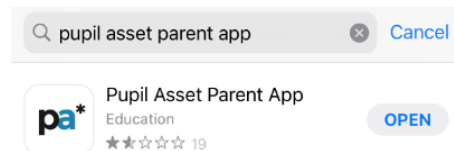
Due to transaction fees levied toward school, the minimum amount you can pay is £10.00.

Please note if you have more than 1 child at school you can see all children's details under one account. Instructions for paying school dinner money has gone out on a separate letter.

What you need to do now

Activate your Pupil Asset account. It's quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

- **Download the app:** If you have a smartphone, please download Pupil Asset from your app store (Android and iPhone). The app shows the same information as the website PLUS you can report your child absent from school.



OR

- Visit the website: www.pupilasset.com and click on 'Login'

pupilasset

PRODUCTS ▾ SCHOOLS ▾ MATS RESOURCES ▾ CONTACT COVID-19

REGISTER

LOGIN

- Then click 'First time logging in?'

pupilasset

You are not logged in. Please log in to continue.

Email or username

Password

Login

Forgotten password?

or

First time logging in?



Cudworth Churchfield Primary School
 Snyderdale Road, Cudworth, Barnsley S72 8JR
 Executive Headteacher: Mrs LY Gray BA QTS (Hons)
 Head of School: Mr J Bean BA QTS (Hons) MA
 Tel: 01226 710523 - Fax: 01226 780935
 Email: churchfieldoffice@watertonacademytrust.org

Once you have clicked 'First time logging in' and created your password. You will be taken back to the log in screen:

After successfully signing in, you will be asked to set a 4 digit pin which you can use to access the app in the future.

Username or email

Password

Sign In

App Version: 4.1.42

[First Login/Forgot password?](#)

Enter the email address school have on file for you and the password you have just created, then click 'sign in'

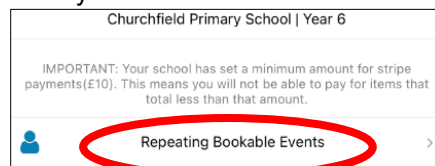
When you sign in for the first time, you will be asked to create a 4-digit PIN number. For security you will be asked to enter this PIN number every time you access the app.

If you're having trouble logging in, it may be because school doesn't have your current email and mobile phone number on record. Please call school office and we'll update the details on the system.

Booking your child into Breakfast Club and Playzone

Please see below step by step guidance of how you can book through the app from Monday 12th April.

When you login to the Pupil Asset please select your child and then click on 'Repeating Bookable Events'.



1. It will then take you to a page showing the repeatable bookable events available to your child. Please note that from Monday 12th April, Playzone will operate with 2 session options
 - a. Half Session: 3:15pm-4:45pm - £5.25
 - b. Full Session: 3:15pm-6pm - £10.50

Event	Date	Cost (£)	Places	Book
Playzone Half Session 3.15-4.45	Mon 12 Apr - Fri 16 Jul (15:15 - 16:45)	5.25	24	Book
Playzone Full Session 3.15-6pm	Mon 12 Apr - Fri 16 Jul (15:15 - 18:00)	10.50	24	Book
Breakfast Club	Mon 12 Apr - Fri 16 Jul (08:00 - 09:00)	2.20	22	Book

2. Click 'book' next to the event you want to book

Event	Date	Cost (£)	Places	Book
Playzone Half Session 3.15-4.45	Mon 12 Apr - Fri 16 Jul (15:15 - 16:45)	5.25	24	Book

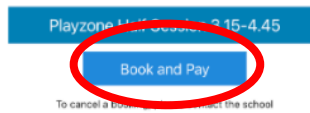


Cudworth Churchfield Primary School
Snydale Road, Cudworth, Barnsley S72 8JR
Executive Headteacher: Mrs LY Gray BA QTS (Hons)
Head of School: Mr J Bean BA QTS (Hons) MA
Tel: 01226 710523 - Fax: 01226 780935
Email: churchfieldoffice@watertonacademytrust.org

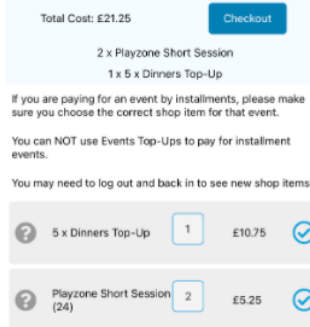
3. Select the date/s you want to book your child into the club. This will put a tick next to them.



4. Click 'Book and Pay' at the top of the screen



5. There will be a tick in the blue circle next to the item/s you are paying for. As you can see there is the facility to add dinner money and club bookings to the basket and make a single payment.



Clicking the blue circle/s will select which item/s you want to make payment for

6. Click 'Checkout' at the top of the screen. You will then be asked to enter your card details and given the option of saving the details for future use (this will make future payments quicker).

7. Once you have entered your card details click done at the top of the screen.

Should you need any help please don't hesitate to contact me in the school office when school reopens on Monday 12th April

Yours sincerely

E Holliday

Mrs E Holliday
Senior Admin Officer