



**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  
26<sup>th</sup> March 2021

Dear Parents/Carers

### Dinner money

We are in the process of transferring to a new system called 'Pupil Asset'. From **today** all dinner money should be paid using the new system. It is similar to School Gateway, so we are hoping you won't find the transition too difficult. Your access to School Gateway was removed at lunchtime today so that we can capture all existing balances and begin the process to transfer them over to the new system (we are hoping that this will be completed before we return after Easter).

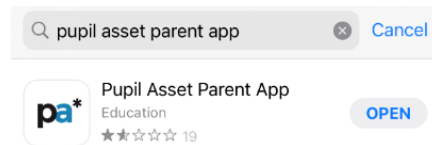
Due to transaction fees levied toward school, the minimum amount you can pay is £10.75 is 5 days dinner.

Please note if you have more than 1 child at school you can see all children's details under one account. Instructions for Breakfast Club and Playzone bookings have gone out on a separate letter.

### What you need to do now

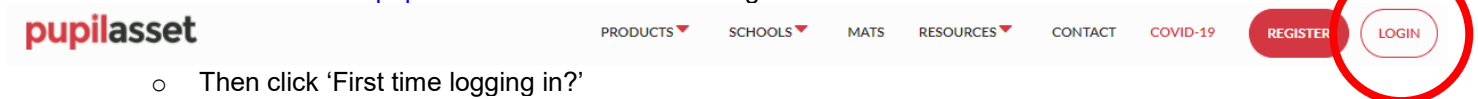
Activate your Pupil Asset account. It's quick and easy to do. All you need are your email address and mobile number that school holds on record for you.

- **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.

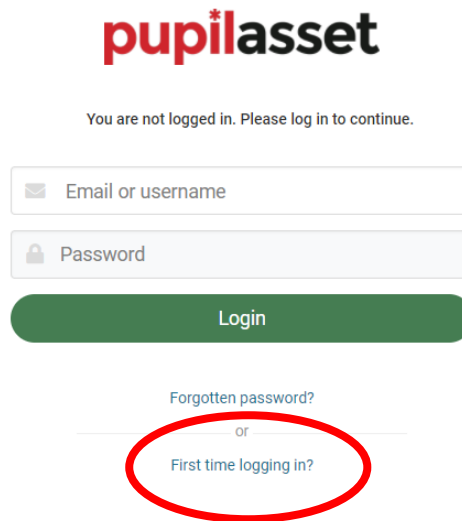


OR

- Visit the website: [www.pupilasset.com](http://www.pupilasset.com) and click on 'Login'



- Then click 'First time logging in?'





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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.**

### Paying Dinner Money

Please see below step by step guidance of how you can pay dinner money through the app from Monday 12<sup>th</sup> April.

When you login to the Pupil Asset please select your child and then click on 'School Shop'.

1. It will then take you to a page showing your options available to purchase, initially the only option is 5x dinners.



2. Click the blue circle next to £10.75 to select the option (this will create a tick in the circle and add 1 to the blue box)



3. Click 'Checkout' at the top of the screen



4. 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).
5. Once you have entered your card details click done.



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### Checking Dinner Money Balances

To check your child's dinner money balance, login to the app, select your child and then click 'Payments'. You will then be able to see what meals credit is remaining, or monies owed.

Churchfield Primary School | Year 6

Meals credit available: £0.00  
Events credit available: £0.00  
Misc credit available: £0.00  
Clubs credit available: £0.00  
Installments credit available: £0.00

**Please remember that all credits and arrears will be carried forward from the current system, however we cannot guarantee this process will be completed before we return on Monday 12<sup>th</sup> April as it has to be done manually for each individual child.**

If you look on 'Transaction History' you will be able to see what school meals your child ordered on what date.

Transaction History		
Tue 23rd Mar	MM 23/03/2021	PAID
Fri 19 Mar	MM 19/03/2021	PAID

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

Yours sincerely

*E Holliday*

Mrs E Holliday  
Senior Admin Officer