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

New app for parents

We are in the process of transferring to a new system called 'Pupil Asset'. From **today,** please use the app to:

- Pay dinner money
- Book Breakfast Club
- Book Playzone
- Report absence

The Pupil Asset app is similar to School Gateway, so we are hoping you won't find the transition too difficult. However, please note that the new app **does not** have a message function for parents to text the school office. This is something we are looking to develop if possible.

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 and booking breakfast club and playzone has gone out on separate letters with step-by-step guidance for each.

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.
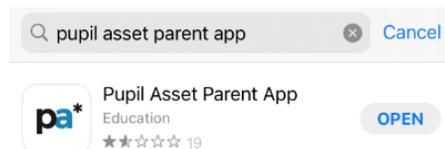
OR

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

  o 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.

Reporting your child absent from school

1. Select your child's name and then click 'absences' at the bottom of the screen

Pupils   Absences   Profile

2. If you have more than one child in school, you will need to select their name so that it appears in the grey box

Pupil: - (tap to edit/close)

-

3. Type the reason for absence and click 'submit absence'

Reason:

Sickness bug

Submit Absence

We will continue to have the absence line if you prefer to phone and leave a message, or alternatively you can speak to a member of staff on reception.

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