



GET IN TOUCH WITH US

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06/09/2021 | Pupil Asset – Breakfast Club & PlayZone

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.

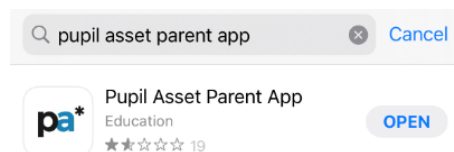
Due to transaction fees levied toward school, the minimum amount you can pay is £10.00.

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

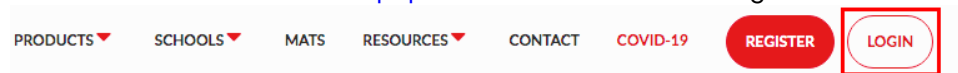
Activate your Pupil Asset account. It's quick and easy to do. You only need the email address that school holds on record for you.

- **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



OR

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



Headteacher: Mr J Bean BA QTS (Hons) Deputy Headteacher: Mrs M Foster

Website: www.churchfieldschool.org | Twitter: @churchfieldprim

Then click 'First time logging in?'



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

[Forgotten password?](#)

or

Please enter the email address you have previously provided to the school, you will be sent an email containing a link to select your password. Once you have chosen a password sign in using the email address and password you have selected.

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.

App Version: 4.1.42
[First Login/Forget 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 into the app 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. 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'.

Churchfield Primary School | Year 6

IMPORTANT: Your school has set a minimum amount for stripe payments(£10). This means you will not be able to pay for items that total less than that amount.

- 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

- Half Session: 3:15pm-4:45pm - £5.25
- 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

- 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

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

Playzone Half Session 3.15-4.45

Book and Pay

To cancel a booking, please contact the school

✓	Mon 12 Apr (24)	Book Place
	Tue 13 Apr (24)	Book Place
✓	Wed 14 Apr (24)	Book Place

- Click 'Book and Pay' at the top of the screen

Playzone Half Session 3.15-4.45

Book and Pay



To cancel a booking, please contact the school

- 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.

Total Cost: £21.25

2 x Playzone Short Session
1 x 5 x Dinners Top-Up

If you are paying for an event by instalments, please make sure you choose the correct shop item for that event.
You can NOT use Events Top-Ups to pay for instalment events.
You may need to log out and back in to see new shop items.

 5 x Dinners Top-Up	<input type="text" value="1"/>	£10.75	<input checked="" type="checkbox"/>
 Playzone Short Session (24)	<input type="text" value="2"/>	£5.25	<input checked="" type="checkbox"/>

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.

Yours sincerely

E Holliday

Mrs E Holliday
Senior Admin Officer