



GET IN TOUCH WITH US

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06/09/2021 | Pupil Asset Overview

Dear Parents/Carers

New app for parents

Pupil Asset is the system we use for:

- Paying dinner money
- Booking Breakfast Club
- Booking Playzone
- Reporting 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.

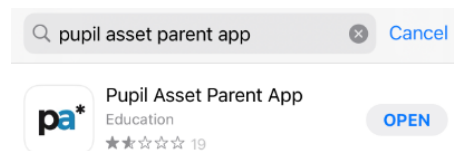
Due to transaction fees levied toward school, the minimum amount you can pay is £10.00.

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

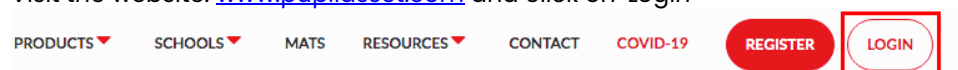
Activate your Pupil Asset account. It's quick and easy to do. You only need the email address that school holds on record for you.

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.

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

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.

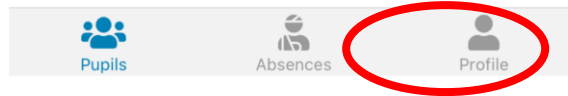
App Version: 4.1.42
[First Login/Forgot Password?](#)

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.

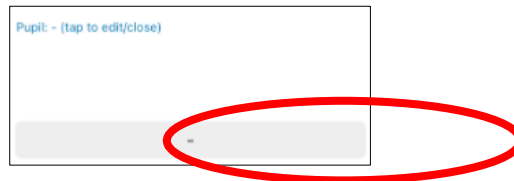
If you're having trouble logging in, it may be because school doesn't have your current email. Please call school office and we'll update the details on the system.

Reporting your child absent from school

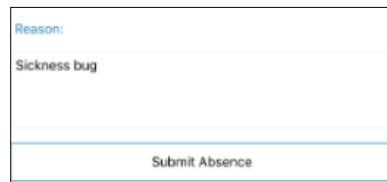
1. Select your child's name and then click 'absences' at the bottom of the screen



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



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

A screenshot of a form for reporting an absence. It has a label 'Reason:' followed by a text input field containing 'Sickness bug'. Below the input field is a button labeled '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.

Yours sincerely

E Holliday

Mrs E Holliday
Senior Admin Officer