



GET IN TOUCH WITH US

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06/09/2021 | Pupil Asset – Paying for Dinners

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).

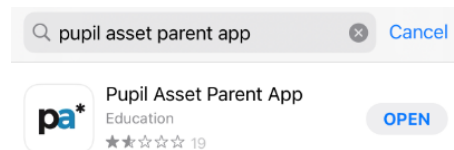
Due to transaction fees levied toward school, the minimum amount you can pay is £10.75 is 5 days dinner.

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. 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'



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.

Paying Dinner Money

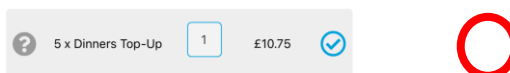
Please see below step by step guidance of how you can pay dinner money through the app from Monday 12th April.

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

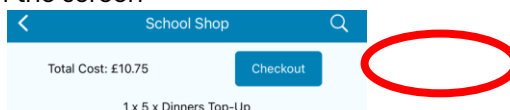
1. It will then take you to a page showing your options available to purchase, initially the only option is 5x dinners.



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.

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 12th 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.

Date	Transaction	Amount
Tue 23rd Mar	MM 23/03/2021	PAID £0.00
Fri 19 Mar	MM 19/03/2021	PAID £0.00

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