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Dear Parents/Carers

**New app for parents**

We are in the process of transferring to a new system called ‘Pupil Asset’. From **Wednesday 8<sup>th</sup> September**, please use the app to:

- Pay dinner money
- Book Breakfast Club
- Book After School Club

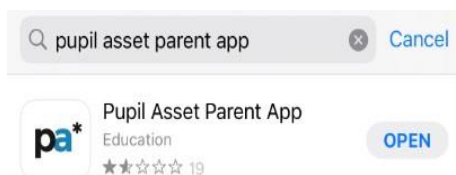
Due to transaction fees levied toward school, the minimum amount you can pay is **£5.50**.

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 After School Club 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.

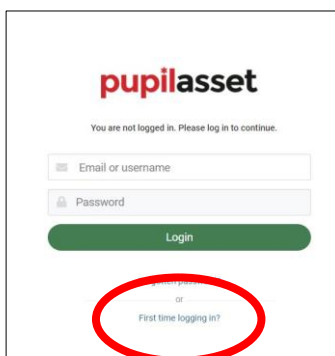


**OR**

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



- Then click ‘First time logging in?’



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.

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.**

Should you need any help please don't hesitate to contact the school office.

Yours sincerely

Mrs Tintor  
Senior Admin Officer

