



**Headteacher:** Mr Luke Welsh

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Dear Parent/Carer

Before the summer, we communicated that we would be moving away from Pupil Asset as our student information system.

We are now ready to introduce the new system – ‘My Child at School’ is our new app-based way to communicate between school and home. It works with all our school systems and will allow you to update and pay for dinner money/school trips/after school clubs, as well as receive updates, letters, reports, information on your child’s achievements and much more.

We will be starting basic with payments and the booking of clubs, introducing more elements once it is up and running.

Below are the login details that you will need in order to access your child's school account.

Please visit <https://mychildatschool.com> and then click "**Redeem Invitation Code**" and enter the following details:

School ID: **XXXXX**

Username: [XXXXXXXXXXXXXXXXXX]

Invitation Code: [XXXXXXXXXXXXXXXXXX]

*Please note these are case sensitive.*

If it says your username or password is incorrect, please make sure you clicked "Redeem Invitation Code" first, as the invitation code is not your password - you set the password yourself.

Follow the onscreen instructions to set up your account and create your own password (This must be 8 characters or more and contain a combination of upper and lower case letters, numbers and special characters).

If you have multiple children at our school, all information will be accessible via this one account.

Once your account has been set up you can download the app on your smartphone or tablet by searching "My Child At School" in the app store.

**Please remember to tick ‘Allow notifications’ on the app. This will allow communications to come to you via the app.**

We have sent invites for the app to Priority 1 contacts who have parental responsibility. If there are additional contacts or you are a split family and require separate accounts to be set up, please contact the school office.

In the app, you can check the information we hold for you is correct. Please go to the **Data Collection** form by clicking the three lines on the left side. You can then click edit details and click either student or personal. Please check we have the correct contact number, address and email address.

As we are now in a new school year, we also need parents/carers to check parental consents. This can be found in the app by clicking the three lines on the left, then **Parental Consent**. Please read through each statement and click on the grey circle if you give consent, then click save.

If you wish to revoke consent, you will need to contact the school office.

We are hopeful you will find the transition to the new app much smoother than last year. We have spent the summer trialling and testing it but as with any new system, there may be teething problems.

All payment balances will be transferred to the new system within the next two weeks. Please **DO NOT** add any payments to Pupil Asset from Monday 5<sup>th</sup> September.

I have attached a quick 'How to' step by step for adding payments and booking clubs below.

### **Adding Dinner Money**

- Click the three lines on the left
- Click Dinner Money
- Add the amount you wish to top up (School meals are £2.50 per day, £12.50 per week and **must** be paid in advance)
- Click add to basket

### **Booking Breakfast/After School Club**

***Any existing bookings that were made for the clubs before the end of last year, will not be showing on the app. Please re-book the sessions you require using the app.***

- Click the three lines on the left
- Click Wraparound Care
- Click on the magnify glass of which club you are booking
- Here you can see any sessions already booked and any outstanding payments
- On the calendar at the bottom, tick which date is required
- **For the After-School Club, remember to tick which session you require**
- Click proceed – a message will be displayed to confirm the sessions and the amount that is required. Please ensure you have credit in your account or you are paying at the time of booking (unless you pay via childcare vouchers). All wraparound care must be paid for in advance (excluding childcare vouchers)

### **Adding Breakfast/After School Club Money**

- Follow steps above
- Click the green pay button
- Add amount and submit
- This will add to your basket

You can also access any outstanding payments by clicking the three lines on the left – **Outstanding Payments**. This will list anything that is outstanding and allow you to add to your basket for payment.

If you have multiple children at our school, you can switch between them and add everything to one basket for one payment.

If you have any issues logging in or using the app, please contact the school office. The School Office is open from Monday 5<sup>th</sup> September at 9am.

Many Thanks,

Mr Welsh and Mrs Tintor  
Headteacher and Senior Administration Officer

