

19th October 2020

Dear parents / carers,

As you know, we are planning to introduce a cashless way for you to pay for your child's lunch. **I can confirm that from 2nd November 2020 (after half term) we will no longer be accepting cash.**

The **Pupil Asset Parents app** is available for all parents with pupils at a school using our Management Information System. The **Pupil Asset Parents app** brings you a step closer to your child's schooling. **Download for free on Android & Apple smart phones & devices**

How Pupil Asset Helps You

Pupil lunches - Record your child's meal choices for the week, up to three weeks in advance.

Payments - Make payments for specific trips, clubs or items, top up your school meal balance and see your payment history.

Attendance - Shows attendance for the year **Reports** - Download any pupil reports from your child's school.

School information - View contact information for your child's school.

Messages - View any messages sent from schools via the app.

Events - View and give consent to any upcoming events your child is set as attending.

Settings - Update the information school holds for you.

Logging in for The First Time

If it is your first time using the app, tap **Sign up now!** to register your account.

Enter your **email address** and click **Generate Password Email**. You will then receive an email with login instructions. *You need to inform your school if your contact details change.*

If you do not receive a confirmation email this may be because we do not have your current email address recorded on your child's records. If this is the case, can you please follow these steps:

1. Email: dhoy@caisterinfant.org.uk
2. Put your **child's** name in the subject line
3. Put your name, your relationship to the child and your email address in the main body of the email

When your child's details have been updated you will receive an email confirmation which will allow you to register for the Pupil Asset App.

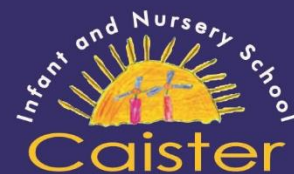
Using The App

Please follow the step by step instructions overleaf to order your child's lunches.

Yours faithfully,



Jill Peace
Head of Central Services



Caister Infant & Nursery School

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Caister-on-Sea
Great Yarmouth
Norfolk
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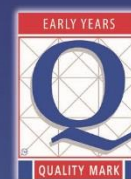
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