



FREETHORPE COMMUNITY PRIMARY & NURSERY SCHOOL  
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Executive Headteacher - Mr Christopher Aitken  
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26<sup>th</sup> September, 2018.

Dear Parents/Carers,

### **Parentmail & Pupil Asset**

With effect from 30<sup>th</sup> September, 2018 we will no longer be using Parentmail. This is due to a change of Management Information System earlier this year from SIMs to Pupil Asset, which has a parent contact system (via e-mail and SMS) so we have no need for an alternative.

In future, we would like to be able to contact parents & carers via this system. This will allow us to keep all parents and carers up to date with the latest school information, activities, letters, etc which means that we can cut printing costs substantially, which means we have more to spend on learning resources for the children

If you have changed your e-mail address or have only recently set up an email address, changed your mobile telephone number or your family circumstances have changed, please could you give this information to the office so that your details can be updated.

Please find attached a Parents App Overview which gives details on how to get the Pupil Asset app and register. There are a lot of different features on Pupil Asset and we will give access to these gradually and notify parents as we go.

We will send out a tester email on Thursday 27<sup>th</sup> September. If you do not receive anything, please would you let me know as soon as possible.

Hopefully things will go smoothly and we can go from one system to another without too many problems.

Should you have any queries, please do not hesitate to contact us.

Kind regards,

*P.P.* Mr Christopher Aitken  
Executive Headteacher

## Parents App overview - for parents



The **Pupil Asset Parents** app is available for all parents with pupils at our school using our Management Information System (**MIS**) system.

*Please note that the web version of the parents portal is no longer available.*

### Download for free on Android & Apple smart phones & devices

[DOWNLOAD APP - FROM APP STORE](#)

[DOWNLOAD APP - FROM PLAY STORE](#)

Know what's going on in school. Effective parental engagement has been shown in multiple studies to dramatically improve children's academic outcomes. The **Pupil Asset Parents app** brings you a step closer to your child's schooling.

### 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.

### Using The App

Once you have created login details you will be able to sign in with them on the **Login screen**.

(If you have any issues logging in, tap **Forgot Password?** to generate a new password).



The **home** screen of the app will show any pupils on Pupil Asset where your email address has been given **online access**.

(If your child does not show, please contact the school as they may need to update your child's pupil record).

Tap your child's name to open their record.

## App Features

Depending what features your child's school has made available you will potentially have the following options:

**Pupil lunches** - will allow you to record your child's meal choices for the week, up to two weeks in advance.

**Payments**- will allow you to view any payments you have made to school for lunches / trips (you cannot pay through the App however)

**Attendance** - will show your child's attendance for the year as well as any absences.

**School information** - will give contact information for your child's school.

**Pupil images** - will show any images uploaded to your child's record.

## Other Functions

Along the bottom of the screen you will also see four functions regardless of school settings:

**Messages** - will show any messages sent from schools via the app.

**Events** - will show any upcoming events your child is set as attending.

**Notify Absence**- will allow you to notify your child's school of any absence.

**Settings** - will allow you to update the information you child's school holds for you.

