

DRAYTON COMMUNITY INFANT SCHOOL

Inclusive Schools Trust
Headteacher: Mrs K Winter



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'Learning, Caring & Growing Together'

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School lunch orders

We use the system called **Pupil Asset** for parents/carers to order lunch for their children.

This can be accessed using the web Parent Portal or you can download the app.

Using this system puts you in control of selecting your child's meal. You will be able to do this up until 9am on the day that you wish to select for. You may want to complete a week in advance or do it the night before with your child. We would also suggest you speak with your child in the morning to discuss what lunch they are having so that they are aware and happy with the choice. If there is no meal selected in advance, the classroom teachers will speak with the children what they wish to have, to ensure that everyone has their lunch.

We will email you a menu during the summer holiday for the new academic year. Please keep this information until then, and follow the instruction below. We kindly ask to select lunch before your child starts full day in school.

Parents Portal

If you prefer to use a computer, you would rather not use an app, you can always login to our Parent Portal using a web browser: <http://secure.pupilasset.com>, and select 'First time logging in?'

How to download the app onto your phone/tablet

1. Download Pupil Asset Parents
2. Open App
3. Click on 'First Login/Forgot Password?'
4. Enter the email address we have registered for you at the school
5. This will send you an email. Open the email and click 'Reset password here'
6. Enter the password you would like to use, confirm it and click 'reset password'
7. Go back to the app and enter your email address password
8. This will then ask you to set a 4 digit pin
9. Enter this number and click on 'Set Pin'



How to select meals

1. Log in via app or web Parent Portal
2. You will then see your child(ren) listed
3. Click on the child you wish to enter lunches for
4. Click on 'Meals'
5. Click on the day you wish to choose lunch for
6. Select from Hot/main meal; School Packed(please choose fillings); Jacket Potato; Own Meal
(Please only select from these four options. This will then prefill the meal for that day)

If you have any problems or questions regarding using this system, please email the school office.

We hope you and your children enjoy the ability to have control over lunchtime choices and look forward to seeing happy children trying a variety of new foods at lunchtime.

Kind regards,

Karen Winter
Headteacher