

# DRAYTON COMMUNITY INFANT SCHOOL

Inclusive Schools Trust  
Headteacher: Mrs K Winter



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'Learning, Caring & Growing Together'

May 2019

Dear Parents/Carers,

Having reviewed our procedure for children ordering and choosing their lunches in advance, we have decided to trial a new format which we hope the children will prefer.

Therefore, from Summer Term 2 (3 June 2019) we will be changing the way you select your child's lunch. We will be using the Pupil Asset app which 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.

We would recommend completing a week's worth of meals in advance, however there is the capability to select or change your choice up until 9am. If you do not select your choice by 9am, we will default to the Hot School Meal choice.

So you can become familiar with the app, there are step by step instructions below on how to download the app onto your phone/tablet and how to access the meal choices.

This can also be accessed on a desktop computer/laptop using the web address [www.pupilasset.com](http://www.pupilasset.com).

As always, if you have any problems or questions regarding using this system, please do see the staff in the Office.

## Step by Step Instructions

- Download Pupil Asset Parents
- Open App
- Click on 'First Login/Forgot Password?'
- Enter the email address we have registered for you at the school
- This will send you an email. Open the email and click 'Reset password here'
- Enter the password you would like to use, confirm it and click 'reset password'
- Go back to the app and enter your email address and password
- This will then ask you to set a 4 digit pin
- Enter this number and click on 'Set Pin'
- You will then see your child(ren) listed
- Click on the child you wish to enter lunches for
- Click on 'Meals'
- Click on the day you wish to choose lunch for
- Select from Hot; School Packed; Jacket Potato; Pasta; Vegetarian; Own Meal

Please only select from these six options. This will then prefill the meal for that day.

**You must have made the selection by 9am for it to register at the school.**

We would suggest you complete a week in advance or do it the night before with your child.

Each week we will send you a reminder to complete your child's selection choice for the following week with information about which menu week it is (i.e. Week 1, Week 2 or Week 3).

**If we do not receive a selection from you, including if a child is having their own meal (which also needs to be selected as an option) we will select the default option of a hot meal for your child for that day.**

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

Kind regards

Mrs Karen Winter  
**Headteacher**