The Coastal Federation

Bacton Primary, Mundesley Infant (SRB) and Junior Schools

The Pupil Asset Parents app is available for all parents with pupils at a school using our Management Information System (MIS). It is designed to bring you a step closer to your child's schooling.

Understand what is going on in your school

Multiple studies have shown how effective parental engagement dramatically improves children's academic outcomes. The **Pupil Asset Parents app** brings you a step closer to your child's schooling.

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

DOWNLOAD APP - FROM APP STORE (iOS)   DOWNLOAD APP - FROM PLAY STORE (Android)

Logging on for the first time: Check your email for a link from the school then click on the link and follow the instructions to get you started. If you do not have a link and it's not in your junk or spam file, check with the school office what email they have on file for you. You will be asked to set a four digit PIN before you login. 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 record.

Features
School Meals - Record your child's meal choices.
Payments - Make payments for specific trips, clubs or items, top up your balances and see your payment history.
Attendance - See your child's attendance for the year and log absences.
School information - See your school's contact information.
Profile - This is your own profile. Update your own information address, mobile, email etc.

Parent Portal
For more detailed information, if you are having problems with the app, or if you simply prefer to use a computer; you can always login to our Parent Portal here: http://secure.pupilasset.com

Understanding the Pupil Asset Parent App
Understanding Payments: To find Payments from the home screen, tap on pupil name to open their record, then tap Payments. *Please note: Your school office will be able to answer any queries about recent payments, charges or purchases*.

Using our Parents App you can pay for school meals, events, clubs, and items from the school shop. If you have balance available you'll see it here. The cost of your outstanding items will be deducted from your balance first.

Your current balances are shown in blue, when you select items to pay for, it will show you how much you are paying from each balance and how much you are paying by card. All of your outstanding items are listed here. You can use the search bar to find specific items or scroll through them. Tap on each item you wish to pay for, click on the pay button to pay using your available balance or a credit/debit card.

Payments are separated into different balances for events (e.g Breakfast and After School Clubs), meals,and miscellaneous items. When you pay for an item it moves into your Payment History, you can find this in the pupil menu. *Please note: Your school office will be able to answer any queries about recent payments, charges or purchases*.
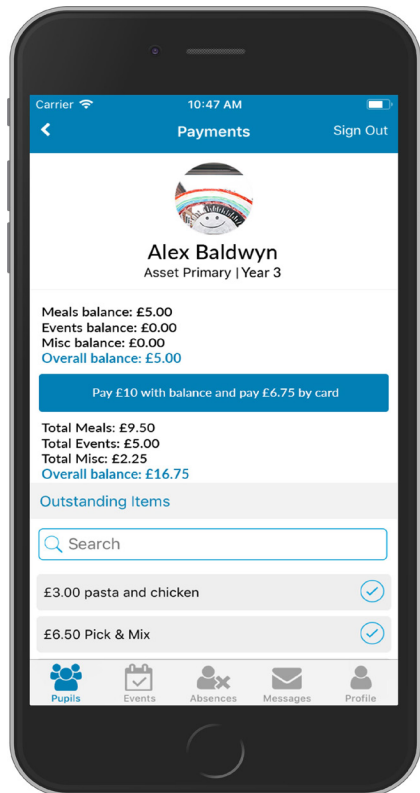
You can pay for school meals using our Parents App.

Select the child you want to order for from the home screen and tap on Meals.

Select the week you want to book for, tap on the day to see options. *Refer to the School Menu* for that date then tap to select your meal choice.

Navigate to Payments and select what you'd like to pay for using the check out.

You can also pay for top ups to your meals and clubs balance in the school shop. Your meal balance can only be used for school meals. Meals that have already been selected will be automatically paid for when you top up your Meals Balance in the school shop.

Please note:You cannot change your meal choice after you have paid for it, or once the deadline for that day (which is set by your school) has passed.

Hints and Tips
Here are some helpful hints for using the Pupil Asset Parent App.
Select Auto update in your phone settings to make sure you have the latest version of the app.
Most issues are resolved by reinstalling the app.
As an alternative to the app, you can use our Parent Portal:
Log in here http://secure.pupilasset.com

Navigation
Navigate within each tab using the back button.
Tap to navigate between tabs. There are different tabs for the Pupil Record, Events, Absences, Messages, and your own Profile.
Some pages require you to scroll to see all the information.
If you have any issues logging in, tap First Login/Forgot Password to generate a new password.
If your child does not appear on the app, contact the school. They may need to update the pupil record.
Your username is the email address registered with your school. If you forget it or change it, you need to let them know.