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**Mrs Carole Reich – Executive Head Teacher**  
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*[Academy members of Diocese of Ely Multi-Academy Trust: DEMAT]*



Dear Parents/Carers

### School Meals

We use a database called PupilAsset for all of our pupil information. As part of this, we have set up an online payment system called Stripe which links through to the school database and allows parents and carers to pay for items using their smart phone or tablet. The parent side of this database is called PupilAsset Parents. On the app you will be able to select and pay for your child's meals. **Please do not order meals if there is not enough money in your child's account to cover payment.**

To access PupilAsset Parents, parents/carers should download the app for use on their smart phone or tablet:

Download for free on Android & Apple Smartphone & Devices:

<https://itunes.apple.com/gb/app/pupilasset-parents/id872513733?mt=8>

<https://play.google.com/store/apps/details?id=com.pupilasset.assetparent&hl=en>

When opening the PupilAsset Parents app, you will start on the Login screen. If you have never used PupilAsset Parents before, click on 'New User'. This will take you to the sign up screen, where you can enter your email address. If your address is on the school PupilAsset system (most parents/carers have already provided these to the school), you will be emailed details to choose a password and start using PupilAsset Parents. If not, please contact the school to ensure we have your correct details on record.

PupilAsset Parents uses a payment gateway called Stripe to take card payments which go directly to the school. **Please note, currently only school lunches can be paid for but we have been advised by Pupil Asset that they will be adding support for school trips and other items very soon.**

Parents can now pay for school meals using a debit or credit card, either running a simple top-up balance or by allocating payments to specific meals etc.

[www.trinitypartnership.norfolk.sch.uk](http://www.trinitypartnership.norfolk.sch.uk)



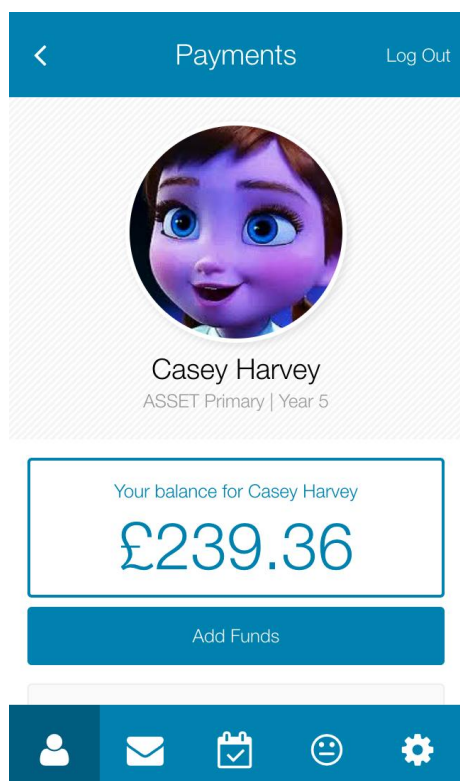
## INSTRUCTIONS

Click on your child – this will bring up a menu for lunches and payments.

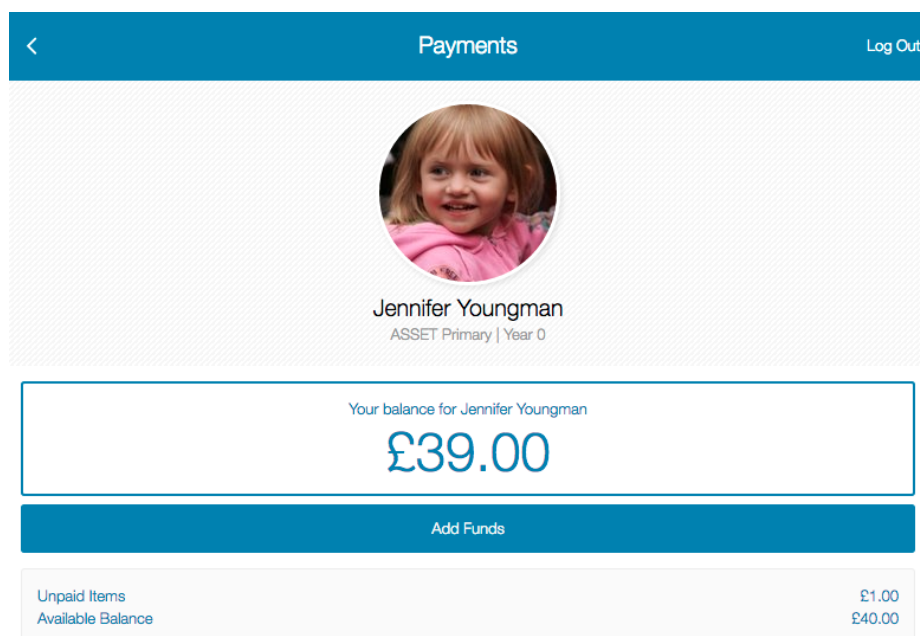
Select lunches – enter the required meals and save. **Please note that once you save your choices you will be unable to change them.**

Select the icon at the bottom of your screen, left hand side.

Select payment – a minimum of £5.00 can be made, you will be guided through the process and asked for payment details (see below).

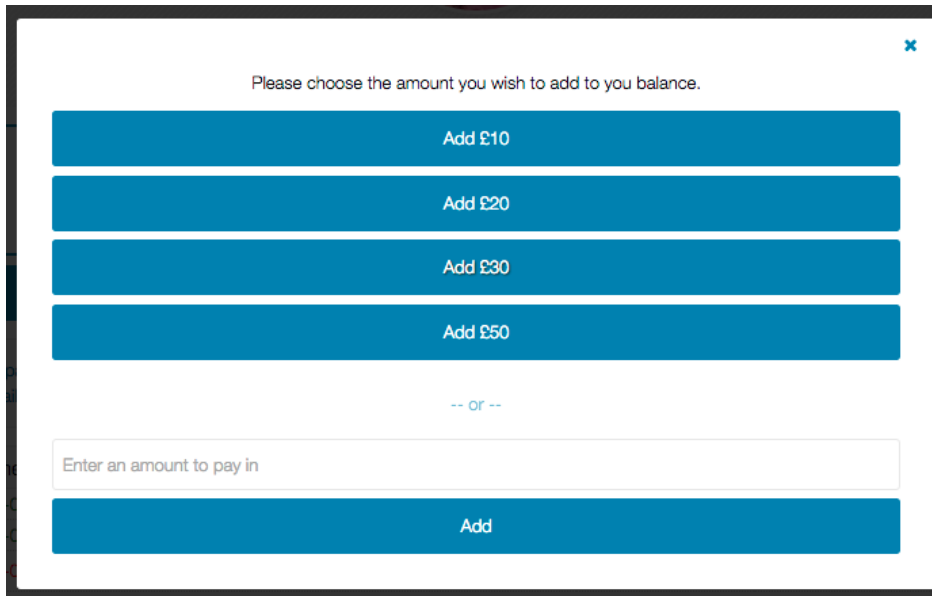


Each pupil has a Payments screen, from which payments can be made. Payments are taken per individual pupil.



The screen shows a pupil's current balance. Parents simply press 'Add Funds' to add more....

Choose an amount...



Please choose the amount you wish to add to your balance.

Add £10

Add £20

Add £30

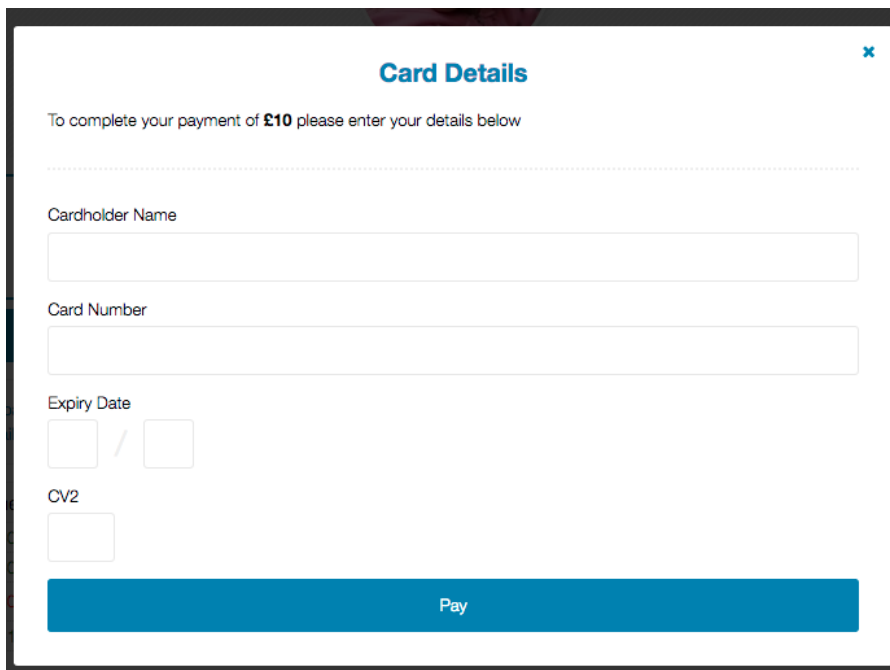
Add £50

-- or --

Enter an amount to pay in

Add

...and fill in card details.



**Card Details**

To complete your payment of **£10** please enter your details below

Cardholder Name

Card Number

Expiry Date

CV2

Pay

Once funds are added, you will be able to allocate payments to specific meals, or simply keep your balance topped up.