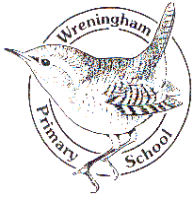


# Wreningham V.C. Primary School



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Head Teacher: Mr R Jones M.A.

Thursday, 14<sup>th</sup> September 2023

Dear Parents,

## Payment of School Dinners via Pupil Asset – Years 3 to 6

As you may be aware, the school manages its pupil information through our management information system, Pupil Asset and as such, uses this to record the dinners which the children have and monitors the balances due as necessary. Each child's lunch is £2.30 per day, for KS2 children from years 3 and above. Once a payment is currently made, either via BACS or cash, this is manually assigned to the individual's account and pays the debt accordingly. Any balance sits on the account until the next dinner is purchased and so on.

Going forward, the school team and Governors have agreed to trial managing payments of the school dinners through Pupil Asset, enabling parents to make payments using a debit or credit card via the free Pupil Asset Parent Portal. Once your payment has been made, you can instantly see your payment on the portal, which will give you full visibility of what is due or otherwise.

Pupil Asset's credit card processing is handled by Stripe, which is a payment gateway much like PayPal. Complete card details are never saved by Pupil Asset or the school, ensuring your personal data is secure. Please note that a minimum payment of £10 is required.

In terms of implementing this new payment system, over the coming days you will receive an e-mail from *Wreningham VC Primary@pupilasset.co.uk* (subject "Sign in to the Pupil Asset parent portal"), where you will be able to set-up your user details. Please check your junk mail for this e-mail - a communication will come from the school office advising when you should expect to receive this so you can check. Please do not try and use the Parent Portal App since this is currently unavailable. *All future payments should be made in this way and will replace the previous system via BACS or cash, which will cease from Monday, 25<sup>th</sup> September 2023.*

Attached with this letter are some screenshots from the portal to give you an idea of how it looks. We hope you will find this a straightforward and efficient way of paying for school dinners. There is also the option to check your contact details and update any changes where necessary.

We are looking to trial this until the Christmas break, following which we communicate how we wish to take this forward.

If you have any questions, please contact the office.

Regards,

**Mr Steve Kittle: Chair of Governors**



**SIAMS November 2019 Outstanding**

**Green Flag Award**