



Wensum Junior School - An Evolution Academy Trust School

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Dear Family,

24/11/2020

In an effort to reduce the amount of paper we use, we are trying to book most of our Parent Teacher Interviews electronically. We are going to do this for all classes except for Pokémon class. If your child is in Pokémon class, we will be in touch.

The interview will be a ten-minute phone call. The teacher will call you in your time-slot on the following dates:

Date	Year/Class	Afternoon	Evening
Monday 7/12/20	All Year 3	1:00 - 3:00	3:30 - 6:30
Monday 7/12/20	Yeti Class (Year 5)		3:30 - 6:30
Tuesday 8/12/20	All Year 6	1:00 - 3:00	3:30 - 6:30
Wednesday 9/12/20	All Year 4	1:00 - 3:00	3:30 - 6:30
Thursday 10/12/20	Yeti Class (Year 5)	1:00 - 3:00	
Thursday 10/12/20	Pixie Class (Year 5)	1:00 - 3:00	3:30 - 6:30
Thursday 10/12/20	Pokémon	1:00 - 3:00	3:30 - 6:30

Please try using the Pupil Asset App on a Phone or Tablet to book your appointment. While you are in the app, it would be a good idea to check that we have your contact details correct – you can correct them in the App if they're wrong.

If you cannot book via the app, please let us know and we will try to help. If you need to call, it would help if it was between 10-12 or 1-2.

Getting or Updating the App

Please check you have the most up-to-date version of the "Pupil Asset Parent App".

You can get and update the App from the Apple Appstore here:

<https://apps.apple.com/gb/app/pupil-asset-parent-app/id1490994393>

and from the Google Play store here:

<https://play.google.com/store/apps/details?id=com.rnparentapp>

First Use

To logon for the first time, open the app then click "First Login/Forgot Password", then enter the email address that the school has for you – the one you're reading this email on.

Click Submit. Pupil Asset will then send you an email which will allow you to set your password.

If we do not have your up-to-date email address, please let us know.

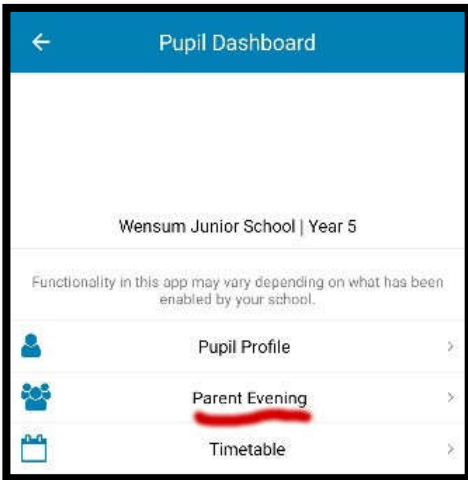
You will be asked to set a four-digit PIN before you login to the app.



How to Book a Parent Teacher Interview using the Pupil Asset Pupil App

1. Open the app. Click on the child's name at the top of the app.

2. Click on Parent Evening



3. Click on the Date



4. Click on Book an Appointment



5. Click on the Class/Teacher's Book Button



6. Then click on the book button next to the timeslot you want.

