



## Wensum Junior School - An Evolution Academy Trust School

Headteacher: Ms V McConnell

Turner Road  
Norwich  
NR2 4HB

Tel: 01603 620877  
Email: [office@wensum.norfolk.sch.uk](mailto:office@wensum.norfolk.sch.uk)  
Website: [www.wensumjunior.co.uk](http://www.wensumjunior.co.uk)

30/9/21

Dear Family

### Phones

We continue to have problems with our phone lines. Thank you for bearing with us and we apologise for the inconvenience this has caused you. The problem seems to be caused when people use the option to "Report a child's absence". Until we have it fixed, please chose the option to "Speak to the Office". Alternatively, please email [office@wensum.norfolk.sch.uk](mailto:office@wensum.norfolk.sch.uk), stating your child's name and the reason they are absent.

### Illness

If your child requires special care to an injury or wound, or has medication that needs to be administered in school, please speak to the school office, or a member of the senior leadership team rather than the class teacher. We will then make sure that the appropriate arrangements for the care of your child are in place.

### Covid

If your child is off school with Covid symptoms, or is Isolating, we will provide work for them. This work will be provided on the Seasaw website which you should have details for.

### School Dinner Menu Change

on Thursday 7th Oct, there will be a special Menu.  
Hot Dinner Option: Cheeseburger with Potato Wedges  
Vegetarian: Vegetarian burger with Potato Wedges  
Desert: Chocolate Brownie  
Jacket Potatoes will also be available.

### Pupil Asset App

At Wensum, we use a system called Pupil Asset to record details about your child. Later today, we will be sending an email invitation to parents and carers. This will allow you to log into the Parent Asset Website, or Parent Asset App. If you get this invitation, please could you take a moment to login and set up your account. Then we would ask everyone to check that we have your contact details correct and adjust them if necessary using the app. We will also use this system to book future Parent Teacher Meetings.

### Getting or Updating the 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.

Once you login successfully to the app, you will be asked to set a 4 digit passcode too.

#### Website:

If you would prefer, you can use the Pupil asset website instead of the app – go to

<http://secure.pupilasset.com>

Please find attached an information sheet about the app. Please note, we are not using all the features of the app.

Kind regards

Wensum Junior School Office

