



Wensum Junior School - An Evolution Academy Trust School

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Dear Family,

January 2022

We will be having Parent Teacher Meetings **in school**. The interviews will be will be ten-minute slots on the following days & times. Please arrive just before your appointment.

Class	Notes	Mon 7 th Feb	Tue 8 th Feb	Thurs 10 th Feb
Pokémon	Book with Nic. Enter via Reception	From 3.15	From 3.15	
Yeti (3-4)	Enter via playground door		3.20 – 5:10	3.20 - 7.00
Phoenix (3-4)	Enter via playground door	3.20 – 5:30	3.20 - 7.00	
Dragon (3-4)	To enter, follow signs in playground		3.20 – 5:30	3.20 - 7.00
Griffin (3-4)	Enter via playground door		3.20 - 7.00	3.20 – 5:30
Basilisk (5-6)	Book under Mark. Enter via playground door.		3.20 - 7.00 (with Mark)	3.20 - 6.00 (with Heather)
Sphinx (5-6)	To enter, follow signs in playground	3.20 - 7.00	3.20 – 5:30	
Kraken (5-6)	To enter, follow signs in playground	3.20 - 7.00	3.20 – 5:30	

If your child is in Pokémon class, please book your appointment directly with the teacher. For all other classes, please try using the Pupil Asset App on a Phone or Tablet to book your appointment. 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.

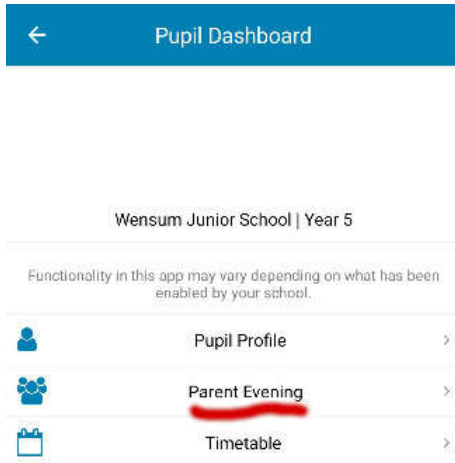
Click Submit. Pupil Asset will then send you an email which will allow you to set your password.

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. Then click on Parent Evening



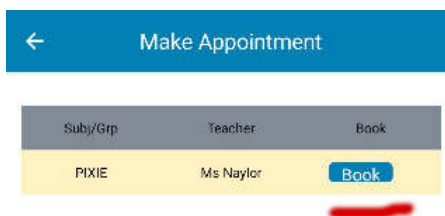
3. Click on the Date



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.

