



NELSON INFANT SCHOOL  
Northumberland Street  
Norwich  
NR2 4EH

Telephone: (01603) 620344  
E-mail: [head@nelson.norfolk.sch.uk](mailto:head@nelson.norfolk.sch.uk)

Headteacher: Ms Victoria McConnell

Dear Family,

11<sup>th</sup> May 2021

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 Orchard class. If your child is in Orchard class, the office will be in touch this to book your appointment directly.

The interviews will be will be ten-minute slots on the following days & times.

Date	Year/Class	Evening
Monday 24/5/21	Reception – Rowan	3.00 – 5.30
Tuesday 25/5/21	Reception - Rowan	3.00 – 5.30
Wednesday 26/5/21	Reception – Silver Birch	3.00 – 5.30
	Year 1 – Sycamore & Beech	3.00 – 6.30
	Year 2 – Hazel & Cherry	3.00 – 6.30
	Orchard Class	3.00 – 5.00
Thursday 27/5/21	Reception – Silver Birch	3.00 – 5.30
	Year 1 – Sycamore & Beech	3.00 – 6.30
	Year 2 – Hazel & Cherry	3.00 – 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 10am – 2pm.

#### 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.

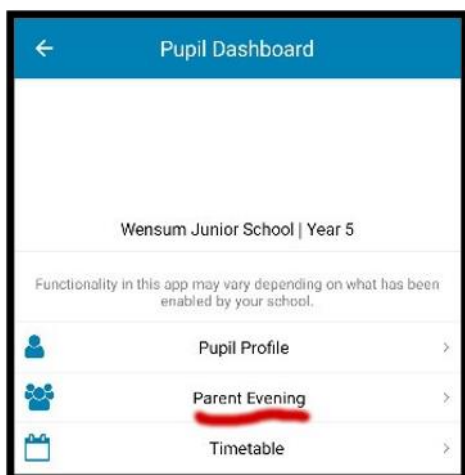
Click Submit. Pupil Asset will then send you an email which will allow you to set your password.

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.





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