

Thursday 28 September 2017

Dear Parents and Carers

Reporting student absence: *Studybugs*

As many of you are already aware, we use an efficient and highly effective means to report student absences due to illness: the reporting mobile app called *Studybugs*.

The mobile app is **free**, secure and confidential. For new parents and carers, please [click here](#) to get the app now.

How does it work?

In the event that your child is ill and unable to attend school, please report their absence by 8.30am on the day **via the mobile app**. Please do not phone or email.

If you are not able to access the mobile app, please go to www.studybugs.com and you can report the absence in the same way here.

Please note that in the unlikely event that your child is ill for more than one day, you must continue to report any absence daily.

There is also the facility to leave us a written message. Please do take this opportunity if you require further support regarding your child's absence.

Of course, should you not have access to the internet you are able to call in to our reception team who will help you.

Should you be aware of any exceptional circumstance when your child will be absent in the future, such as for a scheduled medical appointment, please also record this via *Studybugs* **on the day** if your child is not coming straight in to school and leave a note via the message function stating when they are expected in. If your child needs to leave school early for an appointment with you, please write a signed note in your child's planner so that the school is aware and ensure your child signs out with this note at reception on the day.

Thank you for your support. If you have any questions, please do not hesitate to contact your child's tutor or Achievement Co-Ordinator.

Yours faithfully

N Moffatt

Natalie Moffatt
Assistant Headteacher

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