

26 November 2024

Dear Parents/Carers

We are excited to share updates to WEDUC (Matrix App), designed to improve communication and make reporting absences and accessing behaviour information easier for you.

Reporting Your Child's Absence

You can now report your child's absence through WEDUC by following these simple steps:

1. Log in to your WEDUC account and select '**Report Absence**'.
2. Enter the '**Reason for Absence**' with as much detail as possible.
3. If applicable, attach evidence (e.g., prescriptions, appointment confirmations, or medical notes) using the '**Paperclip Icon**' beneath the text box.
4. Click the '**Send Arrow**' to submit.

The status will show as '*Pending*' until processed. If additional information is needed, we will contact you.

For more guidance, visit this link: [How to Report an Absence](#).

Please remember: Absences must be reported daily, and WEDUC only allows one day to be reported at a time.

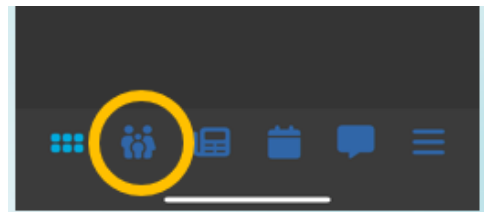
If your child's attendance falls below 90%, they are considered **Persistently Absent**. In such cases, their Head of House will closely monitor attendance.

Note: We do not authorise holidays during term time.

Viewing Your Child's Behaviour

To access your child's behaviour information:

1. Log in to your WEDUC account.
2. Click the '**three-person icon**' to find the behaviour section.



If you have any questions or need help, please contact us at postbox@tgbs.co.uk.

Yours faithfully



Mr J Till
Headteacher



Mr T Walker
Head of School

